



Anand Education College, Anand

A Comprehensive Repair and Maintenance System

Creating a reliable repair and maintenance system for an academic college infrastructure ensures a safe and efficient learning environment. It is also a common practice to receive suggestions and demands from students and faculty members regarding infrastructure maintenance.

Labs:

The institution has psychology lab, computer lab, educational technology lab facilities to all the students of the college. The users of these labs pay immense attention while accessing the facilities and handle it with good care. All the concerned in charges take care of the labs. Stock registers are maintained timely.

Computer Lab:

Computer Lab has adequate number of computers with required component configuration and loaded with latest antivirus software. Need based up gradation of software and hardware and maintenance of ICT facilities is done by the institution from time to time. Maintenance of campus Wi-Fi connection lies with service provider. Our management has decided Desktop Computer firm for Repair and maintenance of Computers.

Library:

College has a full-time librarian to provide library facility. A well maintain Procedure is developed for issue and receive of books.

We are following Structured approach for repair and maintenance.

1. Regular Inspections and Monitoring:

- Regular inspections of classrooms, laboratories, offices, libraries, and common areas.
- Check heating, ventilation, air conditioning (HVAC), electrical systems, plumbing, and fire safety equipment.
- Inspect outdoor spaces, including gardens, walkways, parking areas, and sports facilities.


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2. **Monitoring Systems:**

- Every year monitoring responsibility is allocated to one faculty member on rotation basis.

- During last five years it is allocated to following faculty members.

Year 2018-19: Dr. P. K. Yagnik

Year 2019-20: Dr. D. M. Patel

Year 2020-21: Dr. M. R. Solanki

Year 2021-22: Dr. B.R. Mistry

Year 2022-23: Dr. M. H. Rathod



3. **Preventive Maintenance:**

- **Plumbing:** Inspect and maintain plumbing systems to avoid leaks and blockages.

- **Electrical Systems:** Check wiring, lighting, and power outlets to prevent electrical hazards.

- **Fire Safety:** Test fire alarms, sprinklers, and extinguishers regularly.

4. **Seasonal Maintenance:**

- Prepare the infrastructure for seasonal changes, such as winterizing pipes or servicing air conditioning systems before summer.

5. **Reporting Systems:**

- **Work Order System:** Institution follow work order system for repairing and purchase of new product. An organisation invites three price lists. Among them, price list with the lowest price is approved by the management.

- **Priority Matrix:** Establish a system for prioritizing maintenance requests based on urgency and impact.

6. **Emergency Response:**

- **Emergency Protocols:** Develop and implement emergency response plans for incidents like fires, floods, or structural damages. College also invites experts for mock drill or Demonstration from various concerned agency like fire agency.

- **Response Teams:** Form dedicated maintenance and repair teams to handle emergency situations promptly.

7. **Corrective Maintenance:**

- **Timely Repairs:** Address reported issues promptly to prevent minor problems from becoming major ones.


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8. Lifecycle Management:

- Track the age and condition of equipment and infrastructure components, scheduling replacements as necessary. We recently replaced Richo Photo copier and Watercooler.

9. Upgrading Infrastructure:

- Plan for periodic upgrades to keep up with technological advancements and changing needs. We are planning to purchase Solar roof top in near future.

10. Budget Planning:

- Every year at the end of the financial year Management, Principal and Accountant held a meeting to discuss and analyze income and expenditure of last year, then prepare budget of the next financial year. Allocate sufficient funds for routine maintenance, emergency repairs, and future upgrades. We upgraded Wi-Fi facility last year and water facility this year.

11. Funding Opportunities:

- Explore grants, donations, and government programs to supplement the maintenance budget. In last year's Grant received from ICSSR, from government to organize various activities for Azadika Amrut Mahotsav, for placement, National Council for Women, Delhi, Gujarat Sahitya Akadami, Gandhinagar. etc.

12. Feedback Mechanism:

- Encourage staff and students to provide feedback on maintenance issues and the overall condition of facilities.

13. Community Engagement:

- Involve the college community in maintenance initiatives, such as to organize various competitions, volunteer clean-up days etc. we have MOU with Ishvariya Prajapita Vishvavidyalay search light, Anand: Inner wheel Club, Sarvajanik Pustakalay and New Lotus Jen, Anand. We are also doing various community events in collaboration with Gayatri Parivar, Jagrut Mahila Sangathan, Krushna Hospital Red cross, Ahmedabad.


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Following is the audited data of expenditure of Maintenance According to Schedule C:



Year	Repair and Maintenance amount for Physical, Academic and Support Facility
2018-19	Rs. 8,59,290=00
2019-20	Rs. 7,02,205=00
2020-21	Rs. 3,87,358=00
2021-22	Rs. 8,30,195=00
2022-23	Rs. 10, 57,488=00

Name of Firm/ sole proprietor decided by management for Repair and Maintenance:

Name of sole proprietor/ firm	Particulars
1. Desktop publishing	- Computers, Camera, projectors
2. Shankarbhai	- Plumbing
3. Electricity	- Nileshbhai
4. Nishi Techno System(AMC)-	Richo Photo Copier Printer
5. Nirav Printers	- Printing documents and magazines
6. Paper Buddies	- Stationary
7. Riya Computers	- Printers repairing and Refilling
8. Charotar Link	- WIFI
9. Jayant Patel and Co.	- Account Audit
10. Rajani Shah and Co.	- Account Audit

By adhering to this comprehensive approach our college can maintain a well-functioning infrastructure, ensuring a safe, efficient, and conducive learning environment for students and staff.


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