

## **Criteria-IV**

### **4.4.2**

Dr Moonje Institute of Management & Computer Studies Nashik has a well Established System of Maintenance of infrastructure in place for keeping the work flow smooth and uninterrupted. The Institute receives support from parent society for all Development work . The Maintenance of Building, equipment in done at two levels 1) At Institute level 2) At parent society level..A committee consisting of Director, Deputy Director, HOD-MBA,MCA, Programme Coordinator,Office Superintendent and IQAC Coordinator regularly meets to assess the situation and work progress , Non-Teaching staff members have been allocated duties to regularly inspect building and equipment and report about any problems immediately. The Major repair works if any are reported to Parent society and the society completes it by appointing vendor. The maintenance is done by in-house staff and the Parent Society has appointed vendors for annual contract like garden, electrical equipment, building repairs, supply of computer equipment ,Air conditioner mantainance and other articles. The parent society has its own staff for various repair works whose services are available for all units as per requirement.. Each staff member can give his requirement of maintenance in his department by a note and immediately action is taken to correct the problem. The system of Maintenance is proactive as well as remedial in nature.