

Janseva Foundation Loni Budruks

**Arts and Commerce
College, Shendi**



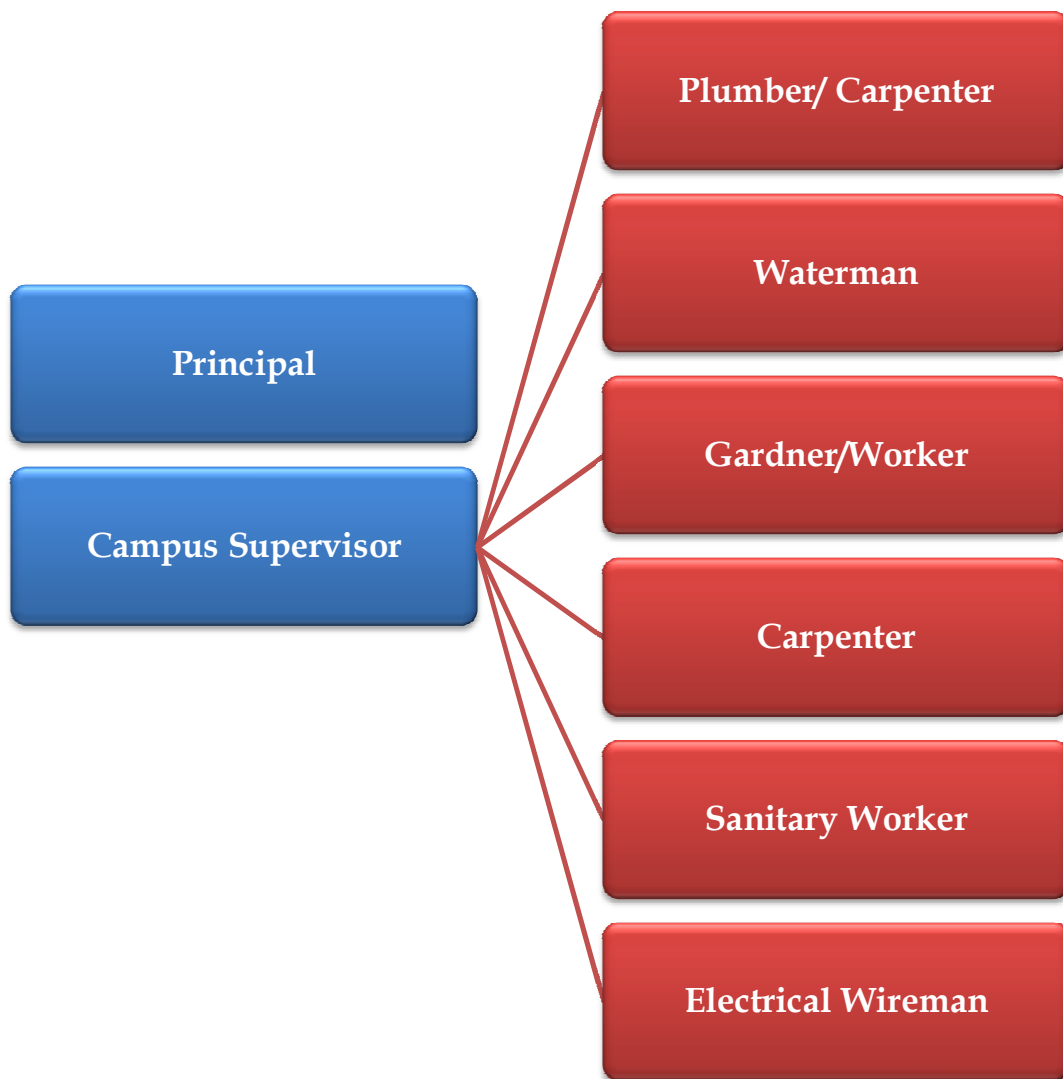
**Maintenance
Process Manual**

**Prepared by
Internal Quality Assurance
Cell**

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CIVIL DEPARTMENT



PROCESS MANUAL

Sr. No	Designation	Responsibilities
1	Civil Supervisor	1. Supervise construction work in campus.
		2. Supervise the work by waterman, Sanitary workers, Gardener, Carpenter, plumber, etc.
		3. Report to principal about problem of Electric Pump, Generator, Filter Ground etc.
		4. Submit daily work report
2	Plumber	1. Maintenance of daily work related to plumbing.
		2. Provide assistance to sanitary workers, waterman when need be.
		3. Submit daily work report
3	Electrical Wireman	1. Periodical maintenance work of electric appliances and management of sound system during various programs
		2. Operate the Generator
		3. Submit daily work report to superior

4	Carpenter	1. Periodical maintenance of furniture
		2. To fix the glass of windows and necessary repairing work.
		3. To repair the building furniture.
		4. To submit work report to the superior.
5	Waterman	1. Supply clean water to all buildings.
		2. Operate and maintain water filter plant.
		3. Start, stop and observe the water tank motors.
		4. To clean the drinking water tank.
		5. Submit daily work report to superiors
6	Gardner	1. Water the plants and garden, remove pests.
		2. Appropriate pruning of the ornamental plants.
		3. Give fertilizers and sprays as and when needed.
7	Sweeper	1. To clean the campus.
		2. To clean all toilets, etc.

SECURITY DEPARTMENT

Principal

Office

Superintendent

Security Supervisor

Security Guard

Responsibilities of Security Supervisor

- Controlling material and employee movement.
- Monitoring of property against Theft, Fire and Vandalism
- Keep watch on movement of workers.
- Maintain Entry & Exit log.
- To receive, obey and pass on to the security guards all orders and instructions received from Office.
- Report any untoward incident/behavior.
- To report violation of institute's rules and regulation and carry out orders as instructed.

Responsibilities Security Guard Daily Work

- Take charge of his post and all institute property in view.
- To make proper entry in the visitor log and check vendor/visitor Photo ID card after issuing vendor/visitor card.
- Perform duty in proper manner, and remain alert.
- He should quit his post only when properly relieved
- To obey and pass all orders and instructions received from supervisor.
- Talk politely with students, staff, and vendors/visitors and assist them.
- To work as a team with other security personnel to ensure optimal safety of the institute.




PRINCIPAL
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