



PRESTIGE INSTITUTE OF MANAGEMENT, GWALIOR
UGC NAAC ACCREDITED 'A' GRADE INSTITUTE

CRITERION : 4

Sub-Criterion : 4.4.2

Maintenance Policy



PRESTIGE INSTITUTE OF MANAGEMENT, GWALIOR

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4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The institute has well developed policies and staff members have been appointed for maintenance purposes. The institute maintains and utilise all its facilities like the classrooms, transport facility, garden, laboratory, equipment's etc under supervision of designated staff member.

The housekeeping and security are outsourced, but the administrative officer of the institute supervises the work done by external agencies.

The maintenance of all labs and library are done regularly by the person in charge and stock verification is done at end of every year by HOD and the report is submitted to the principal.

The Purchase of Books

- The faculty's suggestions will be used to create the order list.
- The list should be sent to the HOD of the departments for approval before being sent to the library for procurement. The principal will make any necessary adjustments, approve the list, and send it back.
- The provider delivers the books to the librarian. The librarian will conduct an inspection activity to verify the items' amount, titles, authors, etc., in accordance with the invoice.
- The Accession Register (AR) is updated with the books the librarian receives.
- Due date slips and numbering must be adhered to the internal title page of the book after accession is complete.
- One copy of each title, properly stamped as a reference copy, is preserved in the Reference Section.

Classroom, auditorium, lab and board room utilisation

The classrooms and computer labs are utilised properly according to the timetable which is designed at the start of session and informed to the concerned teachers and person in charge to avoid any type of clashes. The adjustments in utilisation of classrooms and labs are updated according to requirement.

The auditoriums are utilised for cultural activities, workshops, placements drives, curricular and other co-curricular activities on different occasions.

The two boardrooms in the institute are used for conducting meetings, placement activities, workshops and other activities of importance.

Incubation centre in the institute is there for discussions and promotion of Entrepreneurship activities in the campus.



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Sports facility

The institute maintains basketball facilities, volleyball, badminton, table tennis, kabbadi, chess, carrom, yoga facilities. Students are allowed to utilise the facilities during regular assigned class as well as during the off hours (when classes are not conducted in morning and evening hours). The students can utilise the equipment available in the institute and can bring their own equipment too. The student to utilise the facilities should be proper sports gear.

Machines And Equipment Maintenance

The following is the normal process for servicing and maintaining equipment and machinery.

According to the nature of the defect, the supplier of the equipment or machine will be notified about the repair, and it will be serviced either internally or at the supplier's premises.

- There is AMC with external agencies If the equipment or machine needs service after the warranty period.
- If no parts are needed to repair the equipment, they are fixed right away.
- If parts are needed, send a proposal to the person in charge of purchases.

Powerhouse Maintenance

The generator set is maintained under a trained electrician. The fuel in generator, water level in batteries and radiators, cleaning of radiator belt and generators on regular basis.

Civil Maintenance

To receive uninterrupted services that support the institution's effective and seamless operation, maintenance of civil works is required. The upkeep of civil works consists of:

- Keeping the campus clean and well-maintained.
- Fixing often broken parts, such as window glasses, plumbing parts, sanitary ware, floor tiles, doors, benches, boards, furniture, faculty rooms, etc.
- Maintenance of internal roads.
- Upkeep of overhead water tanks and water supplies.

Certificate No. G0J2021L1644
GRN No. 85052263Stamp Duty Paid : ₹ 101
(Rs. Only)
Penalty : ₹ 0
(Rs. Zero Only)**Seller / First Party Detail**Name: Prestige institute of Management And research
H.No/Floor : Na Sector/Ward : Na LandMark : Na
City/Village : Na District : Gwalior State : Madhya pradesh
Phone: 99*****46**Buyer / Second Party Detail**Name : Eagle shields security
H.No/Floor : 606 Sector/Ward : 48 LandMark : Vipul trade center sohna road
City/Village : Gurgaon District : Gurgaon State : Haryana
Phone : 88*****64

Purpose : Agreement

AGREEMENT FOR THE PROVISIONING OF HOUSEKEEPING SERVICES

It is hereby agreed between Prestige Institute of Management and Research, Gwalior (PIMRG) having its office at Gwalior through its Authorized signatory.....*Director, Gwalior*....., hereinafter referred to as the First Party and Eagle Shield Security, 205, Vipul trade Centre hereinafter referred to as the Second Party, that :-

1. The Second Party will provide the Housekeeping Service to the First party. The Housekeeping Staff deployed for providing the housekeeping service will obey all reasonable orders given by the officer authorized by the First Party in writing. The First party shall, and the Second Party agrees, have the right to recommend removal of any staff, if the First Party considers his presence detrimental to the interest of the First Party. The Second Party will replace such persons as soon as possible but not later than 3 days of receiving such a request.



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2. The housekeeping staff of the Second Party will in no case be given direct/indirect employment by any officer/staff or family members, relatives of the First Party, till after 2 years of expiry of the contract, nor will they be sub-contracted or used by a third party without prior written consent of the Second Party.
3. Adequate supervision will be provided by the Second Party to ensure correct performance of the said housekeeping services in accordance with the existing written assignment instructions agreed upon between the First and Second party. Both parties agree to have a joint inquiry, whose findings will be binding on both the parties, to establish any lapses in execution of the accepted written assignment instructions. Any loss due to lapses on the part of the second party as may be established by the joint inquiry will be made good by the second party equivalent to the service charges of the Post involved with the negligence.
4. The First Party agrees to pay to the Second Party as per the Price schedule per month plus GST As applicable on the total billing for the services rendered by the Second Party.
5. Billing cycle period will be from 1st to 30th of every month.
6. Payment release within 7 day after submits bill and salaries will be dispersed accordingly.
7. The First Party, being the Principal Employer and hence liable in terms of Section 21(4) of the Contract Labour (Regulation And Abolition) Act,1970, to ensure timely payment of wages to the contracted Housekeeping personnel employed by the Second Party, shall pay the bill through Demand Draft/Cheque/RTGS/NEFT by the Seventh working day of the month.
8. Any deductions in the bill by the First Party may be recovered from the following bill as a debt payable by the Second Party based upon verification and detailed justification by joint inquiry, agreed upon between the First and Second party whose findings will be binding on both the parties.
9. The Second Party and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to it by the First Party and shall not knowingly lend to any person or company any of the effects or assets of the First party under its control.
10. All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held between the representatives of the two parties.
11. The contract will deem to come into force w.e.f. 21-12-2021



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12. This contract shall remain in force till terminated by the either Party by giving thirty days' notice in writing or cash in lieu along with any certificate of statutory deposits made by the First Party, like TDS certificates and outstanding payments, if any.
13. All Payments made by The First Party to the Second Party will be accompanied by a Payment Advise giving complete details of Payments made.
14. The First Party agrees for factoring of the bills.
15. In the event of any dispute or difference arising out of this Agreement between the parties hereto, the same shall be referred to the Arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 or any statutory re-enactment of the same. The venue of the Arbitration shall be Gwalior or Indore. The cost of arbitration will be shared equally by both the parties.
16. Force Majeure: Neither Party shall be liable for any failure or delay in the performance of its obligations under this Agreement to the extent such failure or delay is caused by any reason beyond its reasonable control, such as fire, flood, earthquake, elements of nature or acts of God, acts of state, strikes, acts of war, terrorism, riots, civil disorders, rebellions or revolutions; quarantines, embargoes and other similar governmental action (a "Force Majeure Event"). The affected Party will immediately notify the other by reasonable detail of the Force Majeure Event. If a Force Majeure Event continues for more than 30 days, either Party may, by a written notice to the other Party, terminate this Agreement, without liability.

Signed on behalf of:
(PIMRG, Gwalior)
Security

(Authorized Signatory)



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Signed on Behalf of:
Eagle shield



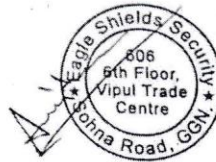
(Authorized Signatory)

SCHEDULE OF SERVICES

	SI No.	Designation	Quantity	Rate	Total
A	1	Housekeepers	8	₹ 11,188.46	₹ 89,507.68
	2	HK Supervisor	1	₹ 14,837.36	₹ 14,837.36
B	4	Cleaning Chemical & Consumables		chemical list attached applicable need basis	₹ 24,750.00
C	5	Cleaning Machines Rental		list attached	₹ 10,000.00
D	7	Sub Total		(A+B+C+D)	₹ 1,39,095.04
E	8	Management fee @ 10%		10%	₹ 13,909.50
	9	Grand Total			₹ 1,53,004.54

Electrician with Plumber 164000

Machines			
Sr.No.	Machines Name	Make	Nos
1	Single Disk Scrubbing Machine	Standard make	1
2	Wet & Dry Vacuum Cleaner	Standard make	1
3	pressure Jet	Standard make	1
4	Glass Cleaning kit	Standard make	1
5	telescopic rod	Standard make	1



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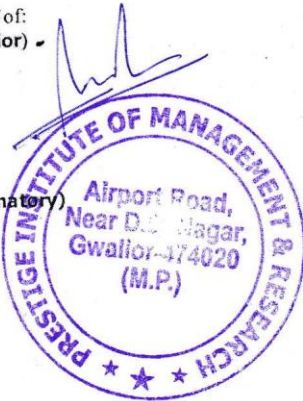
1	Soap in ltr	35
2	Phenyl in ltr	30
3	Multi pupose cleaner in ltr	5
4	Toilet Bowl Cleaner in ltr	15
5	Room Freshner in ltr	5
6	Glass Cleaner in ltr	10
7	Hypochlorite(sanitization) in ltr	5
9	Odonil in pcs	24pcs
10	Neptholine Balls white in pkt	10.00
11	Surf in kg	10
12	Neptholene Ball Color in pkt	5
13	Mop in pcs	as and when required
14	Broom soft in pcs	as and when required
15	Broom hard in pcs	as and when required
16	wiper small & big in pcs	as and when required
17	toilet brush in pcs	as and when required
18	Pani Broom in pcs	as and when required
19	choak cleaner in pcs	as and when required
20	yellow duster in pcs	as and when required
21	Chk duster in pcs	as and when required
23	dust control Mop blue & white in pcs	as and when required

1. Lumsum Rate.

2. GST NO. -----06ADXP0422F22E

Note: The above rates are excluding GST . GST as applicable will be charged over and above the invoiced value.

Signed on behalf of:
(PIMRG, Gwalior)



(Authorized Signatory)

Signed on Behalf of:
Eagle Shield Security



(Authorized Signatory)

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PRESTIGE

PRESTIGE INSTITUTE OF MANAGEMENT, GWALIOR

Airport Road, Opp. Deendayal Nagar, Gwalior 474 020 (M.P.) Phone. 0751 - 4097000, 2470724, Fax. 2470516

(A Premier Institution Providing Management & I.T. Education)

(Approved by: AICTE, Govt. of India, DTE, M.P. Govt.; Affiliated to Jiwaji University, Gwalior)

PIM/

29/05/2018

To,
SIS Group enterprises
SIS India Ltd.
17, Adarsh Nagar, Nr. GKM
Gwalior - 5

SUB : Award of Security & House keeping Contract
Ref : your Proposal dt 27 May 2018

Dear Sir,
with reference to your Proposal and subsequent meeting, we are pleased to hire your personnel for our security and house keeping services.

The rates will be applicable as per our negotiation

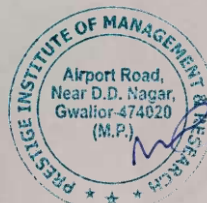
Category	Strength	Rate per month
Security guards	8 [6 male 2 female	Rs. 14000/ + 10% Service charge
Janitor	9 [8 Male 1 Female	Rs. 9509/ + 11-
Supervisor Guards	1 male	Rs. 16000/ - 11-
House Keepin	1 male	Rs. 12916/ - 11-

- Remaining terms and conditions will be seperately attached
- Above services must resume before 7 June 2018.

Shakas

PRINCIPAL

Prestige Institute of Management
Gwalior (M.P.)



Institutional Membership

All India Management Association, New Delhi (AIMA) • Association of India Management Schools (AIMS) • National HRD Network
• National Institute of Professional Management (NIPM) • Computer Society of India (CSI) • Confederation of India Industries (CII)
email: info@prestigegwl.org; Website: http://www.prestigegwl.org