



CHILDREN WELFARE CENTRE'S COLLEGE OF LAW

Affiliated to University of Mumbai

Approved by Government of Maharashtra & Bar Council of India

Valnai Village, Marve Road, Orlem Bavadi Stop, Malad (West), Mumbai - 400064

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Date: 01.07.2023

Office Order

The "Maintenance Cell" has been established for the Academic Year 2023-2024 in accordance with the regulation. The main purpose of the regular maintenance cell is to ensure that all necessary equipment for maintenance in production is always to carry out its efficient work. The Cell also looks after cleaning, lubricating and making minor adjustments, as minor problems can be detected fixed before it becomes a major problem that could shut down the whole computer system. It also reduces the equipment failure and unplanned downtime. This is one of the top reasons why organizations focus on maintenance management. It extends to computer equipment's longevity. It helps with the workplace safety and also to keep cost under control by improving equipment efficiency.

Six main Principles of Maintenance Cell:

1. A separate Department for planners
2. Focus on Future work by maintaining assets and equipment list
3. Maintain Component Level files - by emphasizing on preventive maintenance
4. Estimate Job based on Planner Expertise - by creating checklist for every maintenance work order and keeping track of the same
5. Recognize the skills of the craft by moving to automated process
6. Measure performance with work sampling by investing in maintenance software

Sr.No.	Members	Designation
1	Dr. Anant Kalse	Chairman
2	Mr. Suraj Wadhwa	Management representative
3	Mr. Rohit Karande	Administrative staff
4	Mr. Rajesh Ghadi	Administrative staff
5	Mr. Jenis Jain	Website Developer

All the members are requested to take note, of the same and co-operate in maintaining conducive academic atmosphere for our students in college.

Committee should conduct meetings as per the requirements and record be maintained accordingly. The entire concerned are requested to take the note and act accordingly.

CC:

1. All the concerned
2. Office Copy



PRINCIPAL

I/C PRINCIPAL
CHILDREN WELFARE CENTRE'S
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