



JAIPUR ENGINEERING COLLEGE  
AND RESEARCH CENTRE

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## Maintenance Policy at JECRC

Maintenance related issues solve through the following steps in the Institute.

1. All Head of the department prepares their departmental budget related to the maintenance (if any) before the start of the session and forward the same to the maintenance incharge / Estate engineer.
2. Preliminary budget is prepared based on the last year expenditure and forward to the NSERD for approval.
3. Regular maintenance budget of building/ground/hostel etc. is made based on last year expenditure.
4. NSERD approves the budget.
5. Concerned Head of the Department/Section submits their maintenance issues through a Grievance form to the maintenance head of the institution for approval
6. After approval it goes to the Estate engineer for further action.
7. Estate engineer visits the site and prepare a budget of the same and get an approval from the Vice Chairman of the College.
8. After receiving the approval; Estate Engineer executes the task.
9. After completion of the task with entire satisfaction, estate engineer submits the Grievance form / report to the head of the institution through vice chairman.
10. Head of the institution forward the same document to the Registrar for their records.
11. Accounts office keeps the entire records of the maintenance.

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**JECRC Foundation**  
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