

MCT
MANJARA CHARITABLE TRUST
COLLEGE OF LAW


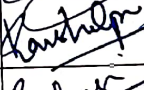
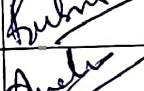
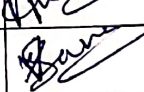
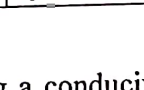
Date: 02/07/2018

Office Order

The "Maintenance Cell" has been established for the Academic Year 2018-19 in accordance with the regulation. The Institute has an established system for the maintenance and utilization of computers, classrooms, and equipment on the campus. 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. It also reduces equipment failure and unplanned downtime. This is one of the top reasons why organizations focus on maintenance cell. It helps with workplace safety and also to keep costs under control by improving equipment efficiency.

The objective of the Maintenance Cell:

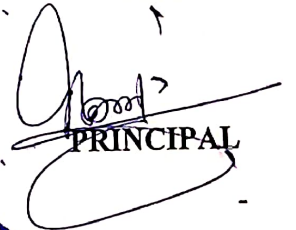
1. Classrooms with furniture, library aids, Seminar Hall, and Auditorium, teaching aids are maintained by maintenance cell committee members.
2. Focus on Future work by maintaining assets and equipment list.

Sr. No.	Members	Designation	Mobile No.	Email.id	Sign
1	Dr. Unnikrishnan Nambiar	Chairman	9821326851	nambairuk@rediffmail.com	
2	Kaushal Paurona	Management representative	9821093573	kaushal.paurona@manjara.in	
3	Rubinsa Nadar	Administrative staff	7500296807	rubinsa03@gmail.com	
4	Avadhut Bokhare	Administrative Staff	9987485704	avadhut0509@gmail.com	
5	J. K. Computers	Website Developer	9323813835	save.vaibhav32@gmail.com	

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

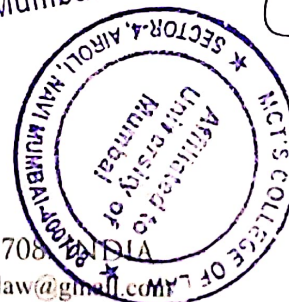
The committee should conduct meetings as per the requirements and records be maintained accordingly. The entire concerned is requested to take note and act accordingly.

PRINCIPAL
MCT'S College of Law
Sector- 4, Airoli,
Navi Mumbai- 400 708.


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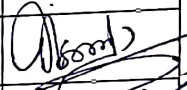

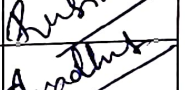
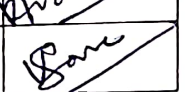
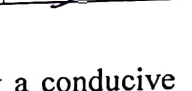
Date: 09/07/2019

Office Order

The "Maintenance Cell" has been established for the Academic Year 2019-20 in accordance with the regulation. The Institute has an established system for the maintenance and utilization of computers, classrooms, and equipment on the campus. 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. It also reduces equipment failure and unplanned downtime. This is one of the top reasons why organizations focus on maintenance cell. It helps with workplace safety and also to keep costs under control by improving equipment efficiency.

The objective of the Maintenance Cell:

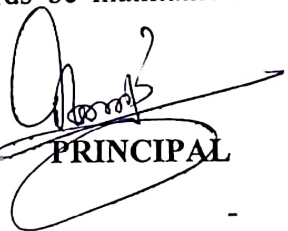
3. Classrooms with furniture, library aids, Seminar Hall, and Auditorium, teaching aids are maintained by maintenance cell committee members.
4. Focus on Future work by maintaining assets and equipment list.

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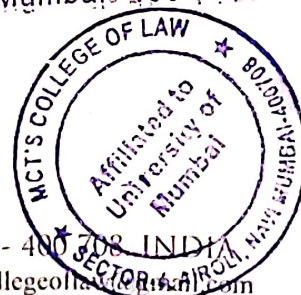
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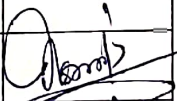
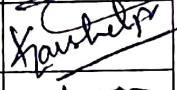

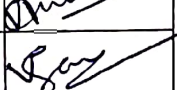
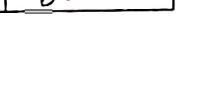
Date: 14/07/2020

Office Order

The "Maintenance Cell" has been established for the Academic Year 2020-21 in accordance with the regulation. The Institute has an established system for the maintenance and utilization of computers, classrooms, and equipment on the campus. 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. It also reduces equipment failure and unplanned downtime. This is one of the top reasons why organizations focus on maintenance cell. It helps with workplace safety and also to keep costs under control by improving equipment efficiency.

The objective of the Maintenance Cell:

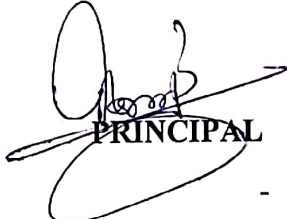
5. Classrooms with furniture, library aids, Seminar Hall, and Auditorium, teaching aids are maintained by maintenance cell committee members.
6. Focus on Future work by maintaining assets and equipment list.

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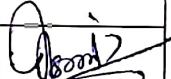
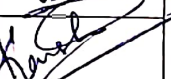
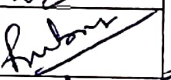
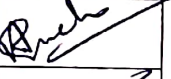

Date: 07/07/2021

Office Order

The "Maintenance Cell" has been established for the Academic Year 2021-22 in accordance with the regulation. The Institute has an established system for the maintenance and utilization of computers, classrooms, and equipment on the campus. 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. It also reduces equipment failure and unplanned downtime. This is one of the top reasons why organizations focus on maintenance cell. It helps with workplace safety and also to keep costs under control by improving equipment efficiency.

The objective of the Maintenance Cell:

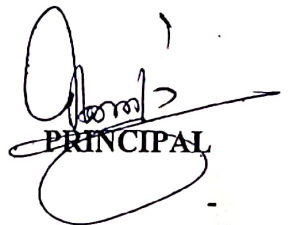
1. Maintenance of Computer hardware as well as software.
2. Estimate Job based on Planner Expertise – by creating a checklist for every maintenance work order and keeping track of the same.

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1	Dr. Unnikrishnan Nambiar	Chairman	9821326851	nambairuk@rediffmail.com	
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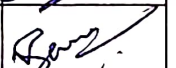


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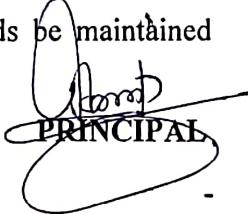
1. Moot court maintenance, Classrooms with furniture, library aids, and Auditorium are maintained by maintenance cell committee members.
2. Focus on Future work by maintaining assets and equipment list.
3. Maintenance of Computer hardware as well as software.
4. Estimate Job based on Planner Expertise – by creating a checklist for every maintenance work order and keeping track of the same.

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