



INFRASTRUCTURE MAINTENANCE AND UTILIZATION POLICY

The Institution has well established system and procedure for maintaining and utilization of physical, academic and support facilities. The college runs UG program and Certificate course by making optimal utilization of Infrastructure, physical and academic facilities. Infrastructure is also made available for government and non-government agencies for the social welfare activities. For the maintenance of these facilities, a systematic policy is adopted through making budgetary provision and subjected approval of college development committee.

I] Physical Facilities: Physical facilities related maintenance is done regularly as per requirement. Toilets and Bathrooms are maintained by sweeper. Various equipment like generator, vending machine, inverter, water purifier, fire extinguisher, CCTV etc. are available. The college is not provided any grants or fund to appoint separate staff for maintenance by the government. Maintenance is made by college as and when required. All equipment are maintained by respective technicians. Gardener, sweeper and technicians work on need based payment.


II] Academic and Support Facilities: The College has made available modern teaching aids like LCD projectors, Xerox machines, cameras, public address systems, software required for academics are made available. For the maintenance of these equipment, we hire local service provider on need basis. Recurring and non-recurring register is maintained by every department. Local technicians are hired as per requirement for maintenance of equipment

III] Library: All security measures are taken as per rules of library science. A fire extinguisher system is available in the central library. Book Binding is done as per need to the books and back volumes annually.

IV] Computers: Computers, printers, Scanners Computer software and hardware are maintained as per requirement. Antivirus is updated regularly.

V] Classrooms: Classrooms are well maintained and kept neat and clean by our college employees. Electricity material and furniture are maintained as the local service providers are hired as per requirement.

VI] Laboratories: The purchases of Lab equipment is done by calling quotations from vendors by a purchase committee. Every department maintains accession and stock register. Every year at the beginning a stock verification committee takes review of recurring and nonrecurring items. If any instrument is out of order then concerned HoD call a local Serviceman and get maintained that instrument.


I/C Principal
Sharadchandra Mahavidyalaya
Shiradhon Tq.Kallam