Yogoda Satsanga Palpara Mahavidyalaya

NAAC Accredited ('B' Grade) and NCTE Recognized (B.Ed. and M.Ed Courses)
affiliated to
Vidyasagar University, Midnapore and WBUTTEPA, Kolkata, (Govt. of West Bengal)

At + P.O : Palpara, Dist : Purba Medinipur, PIN Code – 721458, West Bengal, India

Date: 26.11.2018

Policy Document for Maintenance of Physical, Academic and IT Support Service

Our College has put in place robust systems and procedures along with manpower monitoring to ensure proper maintenance and utilization of infrastructure, library, sports grounds, laboratories, classrooms, seminar halls and all service installations.

To keep the campus hygienically clean and laboratories clean staffs have been engaged. For the up keep of computers, LAN, internet, Wi-Fi and other ICT facilities and design, Department of Computer Science is responsible. College has qualified regular staff for the maintenance of civil work. To meet power break down and to provide adjustable power base, Generator has been installed which are maintained by the non-teaching staffs.

Laboratory:

- All repair, maintenance and upkeeps of labs are maintained by their lab incharges/technical experts.
- Similarly, for academic facilities there are lab incharges and staff coordinators for maintenance.
- Equipment, instruments and appliances involved in the teaching-learning process are provided continuous maintenance and repair. The Advanced and Expensive Equipment are maintained through Annual Maintenance Contract (AMC). Small instruments /equipment like balance, microscope, pH meter, dissolution apparatus, mixer and hot plate are repaired time-to-time and maintained periodically.
- The requirements of repairs and maintenance are submitted by the HODs to Principal. The requirements are collectively processed at the end of every semester so as to keep things ready for the new semester.

Library:

- Our college has one Central Library which is headed by librarians. The library has created Books, Journals, Rare books and Reference sections which are manual by assistant librarians in addition to the above staff, assistants, and attendants help the students for searching and lending of the books in the library.

Digital library is maintained through AMC.

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Sports Complex:

- Various sports faculties are regularly used for competitions & practice.

- The indoor and outdoor game are facilities regularly monitored by department of Physical Education and Sports Sub-committee and reports are submitted to Principal for proper maintains.

Computers:

- Computer labs have an incharge for each lab and Department of Computer Science monitor & maintain them.
- Department of Computer Science is also responsible for proper utilization and maintenance of LAN, Internet and Wifi facilities.
- Most of the equipment in computer labs is covered under AMC, whereas small instruments are repaired by our in house technicians.
- Technical Aids such as Projectors, Laptops, desktops, printers, Wi-Fi, LAN etc are maintained by the Department of Computer Science mainly through AMCs.

Classrooms:

- Classroom Maintenance: All classrooms are cleaned every day on regular basis and maintained by non-teaching staffs.
- The members of Building Sub-committee are also responsible for the maintenance of the buildings and physical facilities including washrooms through weekly reports about required repairs & compliances.

Electrical Maintenance:

- Maintenance of electrical assets of Generator set, lighting, power distribution system, solar panel etc. are undertaken as per their maintenance schedule.
- The maintenance of equipment's for water supply sets, rain water harvesting system etc. are undertaken as per standard maintenance schedule.
- Separate Complaint registers are maintained for various services like electrical, plumbing etc both for academic and hostel buildings.

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Information Technology (IT):

- This department provides the integrated IT services like smooth running of ERP system, up-gradation and maintenance of automation packages, troubleshooting of hardware, networking equipments, College website including internet connectivity, procurement of hardware, software etc.
- The College has Hi-Tech Surveillance System with 75 high-resolution cameras along with day/night facility of distributed recording in a control room which are also maintained through AMC.

Auditoria/Seminar Hall:

- Seminar Halls and Conference Halls are controlled by their respective departments.

Infrastructure Maintenance:

The infrastructure facilities such as classrooms, labs, buildings, hostels, green areas etc. are maintained by the concerned departments in each Academic blocks.

The College has appointed well qualified and skilled manpower for maintaining the infrastructure including building maintenance, transport, civil works, electrical works, plumbing, carpentry, and generators.

The College also provides various other services to the students, faculty and staff which are maintained by respective service providers as per contract:

- Canteen facility
- Books and Stationary facilities etc.
- Photo coping & printing facilities.

These are supervised and maintained by different Sub-committees.

Principal
Y.S. Palpara Mahavidyalaya

26/11/2078

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Y.S. Palpara Mahavidyalaya