



SURYA SEN MAHAVIDYALAYA

A Multi Stream Govt. Aided College & Recognised by UGC u/s 2(f) & 12(b)

(Affiliated to University of North Bengal)

Dr. Pranab Kumar Misra,

M.A (Gold Medal), M.Phil, LL.B, Ph.D, MA(PMIR)

PRINCIPAL

Ref. No. SSM/



Date :

Maintenance Policy

The policy for maintaining and utilizing physical, academic and support facilities

The comprehensive infrastructure of the College is constituted by elementary features like buildings, classrooms and playgrounds, and advanced attributes like ICT-enabled classrooms and laboratory facilities. The maintenance of these facilities is very much necessary and therefore, the institute has framed the following policy for this purpose:

Building infrastructure:

Generally as far as practicable for a fully government owned institution, a constant effort is made to provide a dedicated and secure space for equipment and tools. There is a building committee to look after the maintenance, repair and constructional work related to the building. Construction, repair, and maintenance of the main building and physical infrastructure like water, power supply is looked after by this committee. All work is done through the tender system as per standard norms.

During all maintenance and up-gradation work related to civil, always a supervisor is assigned by the college authority to verify the work done by the contractors.

All minor electrical faults are attended and repaired by trained electrician cum caretaker.

Maintenance of toilets and service areas are performed by sweeping staffs and hired plumbers.

Computer & IT infrastructure:

Well qualified ICT-in-Charges are recruited for the maintenance and up-gradation of computer and IT infrastructure of the college.

Annual Maintenance Contracts (AMC) for computers used in different departments as well as those used as a central facility like the Wide Area Network (WAN), Intercom etc. are renewed regularly to ensure their good service.

Laboratory Equipment's/Machinery:

Gas connection pipeline is checked regularly for any leakage by the able technicians.

They also maintain stock register by the laboratory for keeping a list of chemicals, glassware and any other instruments used in the laboratory.

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Annual Maintenance Contracts (AMC) for different laboratory instruments, machines are done.

The laboratory equipment is maintained at the departmental level by the staff or through hired technicians annually and/or whenever necessary.

Library:

Library maintenance is done by management by providing a provision of the budget. Library software is maintained by AMC. Disinfecting and keeping the library clean is done frequently by library staff and external pest management agency.

Classrooms:

The institution possesses spacious classrooms which have sufficient fans and tube lights and desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance.

Furniture's/ related items:

The caretaker looks after the maintenance and repair work of furniture and fixtures and other physical infrastructure. He brings into the notice of the authority the needs of repair work and certifies after the work has been completed.


Principal

Surya Sen Mahavidyalaya
PRINCIPAL
SURYA SEN MAHAVIDYALAYA
SILIGURI-04

ESTD. 1998