



# Swami Swatantranand Memorial College, Dinanagar

Affiliated to Guru Nanak Dev University, Amritsar | NAAC Accredited with 'A' Grade

## CAMPUS MAINTENANCE POLICY

The well-established and systematic procedure increases the life of physical as well as academic facilities. Our College has a well-defined mechanism for the maintenance of all these facilities. It is a prerequisite that both procedures and policies are bespoke as per the requirements for effective desired outcomes in academics and non-academic activities. The laboratories, library, sports complex, computers, gymnasium, indoor stadium and classrooms are an unremitting process and in every academic year, separate budgetary provisions are kept for these things. The physical, academic and support facilities are augmented and maintained through various College committees. The committee members conduct periodic checks to ensure the efficiency and working condition of the infrastructure. In case of breakdowns, standard procedure is followed to bring the equipment/machine in working condition. These checks are often complemented by surprise checks by the college Principal and the members of the concerned Committees. The College has framed guidelines and procedure for repairing and maintenance activities to ensure time-bound maintenance work.

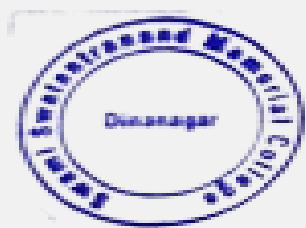
**A brief description is presented below on maintenance and utilization of some facilities.**

- The College Development Committee has the core responsibilities to increase the utilization of physical and academic resources along with its sports facilities according to the demand and requirement of the students and faculty member.
- Under the supervision of the convener of College Development Committee, a few sub committees like Budget Committee, Repair and Maintenance Committee, Campus Beautification Committee and like are formed to take care of different physical and academic facilities of the institution.
- The class rooms are utilized as per the time table of the department. Time table committee makes sure that all the labs and class rooms remain occupied during the college hours.
- All the laboratories, Computer as well as Science labs are under the supervision of lab attendants. The maintenance of all these equipment is kept in record with date, day and time.
- All the computer in labs, departments and clerical offices are password protected and are used only for academic policies. No software outside the curriculum is downloaded in any computer of the College.
- The labs are regularly upgraded with latest technological gadgets.
- The class rooms, corridors, open air theatre, auditorium, departments, seminar halls, open air-theatre are also kept under the supervision committee.
- The instructions and motivational quotes are displayed in classes and corridors to motivate students to take care of the College property.
- The librarian is the main In-charge for the maintenance of library. There are fix library hours both for faculty and students. The books are issued on demand according to set policies. The library attendants take care of the books, journals, magazines as well as belongings of the students.
- Departmental libraries are maintained by respective departments with proper stock and issue register to fulfill immediate need of students and faculty.

- College library is a rich source of books, journals, newspapers and online modules. To maintain this huge infrastructure there is a librarian and his team who are responsible for the upkeep of the library.
- The decoration of the whole campus is maintained and increased whenever needed with latest beautification ideas given by the Campus Beautification Committee.
- Gardeners have been employed to maintain the campus's Green Cover. The institute has also hired housekeeping staff to keep the gardens in excellent nick.
- The College maintains its same keen eyes of observation for the support facilities.
- The whole campus is fully and regularly cleaned with proper dusting. Dustbins are placed at various places to avoid littering.
- The College Canteen Committee maintains the proper hygiene of the canteen as well as the food items are well checked before being served.
- The institution has a Computer Hardware Maintenance Facility (CHMF) with a Hardware Engineer.
- Lab equipments are strictly inspected by lab assistants before the commencement of practical classes and examinations.
- The laboratory technicians and system administrator maintain the IT facilities in the institute. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.
- Users register & log books are maintained and the instruments are used within the proximity of teachers.
- The College has employed technicians(electrician and plumber) for up keeping and maintenance of electrical and water drinking facility.
- Electrically sensitive equipment are provided with necessary back up to certify stable functioning and to safeguard against voltage variations. In case of

disruption in power supply, the diesel generator functions as the substitute source.

- All Sports facilities are under the in-charge of the Director of Physical Education. Time is prearranged to students for using gymnasium. The repairs of the courts are done frequently.
- The well-trained staff nurse in college dispensary takes care of the students by providing first-aid, other medical facilities along with common medicines.
- Wheel-chair is also made available in emergency cases.
- The college is having hostel committee which accomplishes the hostel maintenance. The separate non-teaching staff is appointed for housekeeping.
- The repair and maintenance work is done in and around the Campus whenever the need arises.
- Transport Committee oversees the maintenance of the Institute's fleet of buses and other vehicles.



  
**Principal**  
**SWAMI SUKTANTRANAND MEMORIAL COLLEGE**  
**Dhananagar (Dumka)**