

Michael Madhusudan Memorial College
AQAR 2019-20

4.4.2-Procedures and policies for maintaining and utilizing physical, academic and support facilities

Michael Madhusudan Memorial College has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

● **Physical, Academic and Support Facilities:**

The College infrastructure committee headed by the Principal looks after the development, maintenance and utilization of the College physical facilities. These Committees are constituted to plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized. For maintenance of a clean campus environment, grade IV staffs are assigned to various jobs and duties – cleaning of all rooms, corridors, toilets, compound, etc. on regular basis. Skilled workers are hired for repair works relating to buildings, furniture etc. The Policy of the college is to fulfil and upgrade the infrastructural requirements as and when the need arises.

● **Laboratory:**

There are ten laboratories in the College. Each laboratory has one teacher as lab-in charge, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipments from time to time to cope with change in the syllabus. The laboratory equipments, specimens, and other necessary chemicals are purchased by the office of the principal and purchase committee as per the requirements of the teaching departments of the college.

● **Library:**

The Library Advisory Committee with the Principal as the chairperson and librarian as member secretary along with two senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued digitized library cards which will be valid till their final semester. For maintenances of library infrastructure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. For enriching of the library, the committee procures some good publications from national and international publishers. The library committee organizes reading sessions and competitions

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4.4.2-Procedures and policies for maintaining and utilizing physical, academic and support facilities among students and teachers, appeals to and organizes students, teachers, alumni, guardians to donate books.

- **Sports complex (indoor and outdoor):**

Our College has a standard ground including volley ball and basketball courts where outdoors sports activities are held. The sports committee of the College is in-charge of the sports complex and equipments. The committee supervises the Grounds-men and Grade IV staff assigned for maintenance and repair works. Students' union sport secretary and his/her advisor takes the responsibilities of the maintenances of the sport facilities. The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the sport secretary and the advisor of the Student Union of the college. Students with excellence and achievements are publicly felicitated and also supported financially to the extent possible.

- **Computers:**

There are 54 computers in computer lab. Students utilise the lab as their needs. All repairs and maintenance expenses of the lab are borne by the college. They also look into the College website, up-gradation, biometric services, procurement of hardware and software and other items related to computers.

- **Classrooms:**

There are sufficient classrooms in our college. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. Checking of fans, teaching aids etc. in the classroom are done regularly. Seminars, workshops, lecture sessions are also conducted in these rooms. The classrooms boards and furniture facilities are utilized regularly by the students but sometime it is also made available for the other governmental and the non-governmental organizations for conducting the exams like scholarships etc.

- Physical facilities include i) maintenance and repairing of civil works, ii) electrical maintenance and repairing works, iii) plumbing maintenance and repairing works, iv) maintenance of furniture, v) maintenance of laboratories equipment including computers, printers, scanner, photo copiers, vi) maintenance of networks connectivity, CCTV cameras, LCD projectors etc.

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4.4.2-Procedures and policies for maintaining and utilizing physical, academic and support facilities

- Regarding repair and maintenance works of above-mentioned facilities and support systems on regular basis different committees are there and also supervisors are there to look after the matters and solve. Following committee are existing to function properly,
 - ✓ Building maintenance committee
 - ✓ Campus maintenance committee
 - ✓ Other infrastructure maintenance committee
- These committee have responsibility to fix the procedure and guide the supervisors to works properly to extend the facilities to different stake holders. Also requisition placed by them before the governing body of the college. After financial allocation of the estimated expenditures year wise, the matter is placed before governing body for approval and implementation. Definite policy is adapted through annual maintenance scheme (AMC) as per government rules. Particular agencies are selected with lowest maintenance cost to provide services to the stakeholders.
- College authority has appointed different supervisors for regular maintenance works to contact with agencies under AMC to resolve the issues like electrical power supply, water supply, gas supply in laboratories, green generators, refrigerators and many such other physical instruments immediately.
- There is dedicated maintenance facilities for computer laboratories including PCs, printers, scanner, photo copiers, LCD projectors, sound systems, CCTV cameras etc. Fixed agency is there to work for us demand on call basis. Also, this system is included the maintenance of conference room, auditorium, administrative office, virtual & smart class room networking system etc.
- For cleaning, gardening and campus maintenance there are seven (07) regular appointed sweepers, two (02) gardeners and seven (07) securities personals and two (02) supervisors are there to for looking after or monitor their jobs in proper and effective manner. Interior space of college building including class rooms, teachers' room, staff room, laboratories, administrative building, library space, students' council office etc are kept clean and maintain by them on regular basis. Gardens, hostel, guest house, outside the building are also maintained by them and NSS unit of the college do activities to maintain cleanliness of entire campus.

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Durgapur-713216

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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Physical facilities include:

- a) Maintenance and repairing of civil works,
- b) Electrical maintenance and repairing works,
- c) Plumbing maintenance and repairing works,
- d) Maintenance of furniture,
- e) Maintenance of laboratories equipment including computers, printers, scanner, photo copiers,
- f) Maintenance of networks connectivity, CCTV cameras, LCD projectors etc.

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- a) Building maintenance committee
- b) Campus maintenance committee
- c) Other infrastructure maintenance committee

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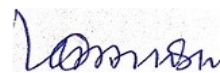
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