



## Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Building infrastructure: Infrastructure of educational institutions is a crucial element of learning environment as it holds very much importance especially when it comes providing various facilities to students and working as a secure space for equipment and other tools. The members of the Building Committee ensure to bring about improvement in infrastructural facilities on a continuous basis. The committee includes the issues: organization, space needs, character, context, constraints, schedule, budget and methodology. The ideal focus of the committee is the planning and the process. They facilitate research, coordinate, organize and communicate. The committee also looks after the construction, repair and maintenance of the main building and physical infrastructure and does the work through tender system as per standard norms.

There is a General Maintenance Sub-Committee. They look after the other services like water, power supply, Air Conditioners, etc. During all maintenance and upgradation of works related to civil and electrical sector, the convener of the Maintenance sub-committee verifies the work done by the contractors. Trained technicians are called to detect and repair all the minor defects with care. The institution has numerous systems powered by electricity which can lead to massive inconveniences in case of power failure. So, the college has a generator system to sustain their operations during power outages. The backup power helps to keep the day-to-day operations afloat. A dedicated electrician is engaged during the working hours for facilitating interrupted power supply. His remuneration comes out of college funds.

Computer IT infrastructure: The institution has also a Computer Maintenance Committee. Stock Register is maintained regularly to keep account of the non-functional equipment and infrastructure, like computers, printers, etc. Maintenance and upgradation of CCTV and all IT related peripherals are looked after by Computer Maintenance Committee.

Annual Maintenance Contracts (AMC) are given to different agencies for computers used in different departments as well as those used as a central facility like the Wide Area Network (WAN), Intercom etc. and also for air conditioners, generator, water purifier-chiller, etc. These contracts are renewed on a regular basis to ensure their good service.

Maintenance of toilets and service areas are done by a permanent staff and contractual workers

Laboratory Equipment/ Machineries: Stock register is maintained by the laboratory for keeping a list of instruments. This helps to keep account of the non-functional equipment and machineries also. Annual Maintenance Contracts (AMC) for different laboratory instruments are given.

Furniture/ related items: There is an assigned staff to look after the maintenance and repair work of furniture and fixtures and other physical infrastructure. He brings to the notice of the authority the requirement of different sections of the institution.

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