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Procedures for Maintenance of Infrastructure and Learning Resources at Vivekananda College, Thakurpukur

Vivekananda College, Thakurpukur, has established robust systems and procedures for maintaining and utilizing its physical, academic, and support facilities. The college ensures regular maintenance and periodic replenishment of essential facilities to maintain optimal functioning.

Maintenance and Utilization Systems:

1. Governance and Committees:

- The college has a Building Committee, IQAC, and Academic Subcommittee, along with other bodies that oversee the regular maintenance and proper utilization of infrastructure, academic, and support facilities. These committees hold regular meetings to assess and address maintenance needs.
- Adequate funds are allocated annually for the maintenance of infrastructure. Departmental requirements for new purchases and maintenance of existing facilities are collected and approved in the College Governing body, Finance Committee and Building Committee meetings. Stakeholder suggestions are also considered.
- **Infrastructure Requirements:** New infrastructure requirements are discussed at various levels and executed through the Principal's office.

2. Departmental Reviews and Contracts:

- Heads of Departments conduct periodic reviews of repairs and maintenance requirements for their respective departments. The institution has annual maintenance contracts (AMCs) for physical facilities and equipment, ensuring regular upkeep.



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- **Periodic Inspection and Grievance Redressal**-Department Heads periodically inspect academic facilities for maintenance requirements. Complaints can be raised through the College Grievance Redressal Cell.
- ISO 9001 Certification auditors verify the proper maintenance and utilization of all facilities.

3. Day-to-Day Maintenance:

- Daily maintenance is managed by the administrative office in consultation with the Principal and administration. A full-time caretaker is responsible for monitoring and maintaining the infrastructural facilities, including cleaning the campus, classrooms, and washrooms twice daily.
- Specific areas for sensitive equipment like water purifiers, water coolers, and others are maintained by designated staff. Annual cleaning of water tanks is carried out by hired personnel. The Building Committee supervises these maintenance activities.

4. Classroom and Laboratory Maintenance:

- Classrooms, furniture, and laboratories are maintained by departmental staff and supervised by Heads of Departments. Laboratory assistants are responsible for their respective labs, with periodic reports forwarded to the HODs for necessary maintenance. Departments maintain stock, with annual stock verification.
- The staff ensures optimal utilization and upkeep of classrooms and laboratory equipment.
- Laboratory Safety and Maintenance-All injuries, accidents, spills, and breakages in laboratories are reported to the Head of the Department. Staff and students adhere to a standard laboratory dress code and use personal protective equipment (PPE) when necessary.

5. Library Maintenance:

- The Library Committee works to fulfil the teaching, learning, and research needs of all students and staff. The library staff undergoes regular training in modern technologies, and resources are updated with the latest editions and library automation software.
- Maintenance includes raising purchase orders, procuring books, and managing valuable materials.



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- The Library Committee frames policies for the utilization, maintenance, and augmentation of library facilities. The librarian manages the procurement and maintenance of books and other materials.

6. Computer and IT Maintenance:

- IT infrastructure is available to all staff and students. The college has AMCs for computer hardware, software, and IT systems. A separate register records maintenance and repair details. The Website Committee oversees website updates, which are managed by DEZI NET and BNET. WIFI is available in the campus and service providers are Airtel and SRISTI.

7. Electrical Maintenance:

- An AMC ensures the maintenance and repair of electrical equipment and an uninterrupted power supply. A designated electrician manages electrical systems, generator operations, and overall electrical maintenance.

8. Security:

- A 24/7 security guard system ensures the safety of students and staff. Security personnel, including both male and female guards, are hired from an agency.

9. Other Amenities:

- The campus is equipped with safe drinking water through purifiers under AMC. Fire extinguishers are maintained by annual AMC. Amenities like the canteen, cheap store, bank, ATM, and reprography facilities are available.

10. Emergency and Routine Maintenance:

- Routine maintenance includes replacing light bulbs, fixing water leaks, cleaning drains, repairing locks, and other minor repairs. The assigned staff handles day-to-day maintenance checks.
- The campus also has a rainwater harvesting system, vermicomposting unit, bee keeping unit and well-maintained garden and regular pest control.

11. Sports and Gym Facilities:

- Sports facilities, gym, and parking are maintained regularly as per institutional policies. Stakeholders have fair access to physical, academic, and support facilities, including auditoriums, laboratories, libraries, sports facilities, computers, and classrooms.

12. Hostel Infrastructure:



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- The college has signed MoUs with two PG accommodations for boys and girls, as it does not have its own hostel facilities.

13. Co-operative Society:

- The college runs a co-operative society managed by the Government of West Bengal's co-operative society act, offering subsidized student requirements.

14. **Utilization of Campus for External Activities:** The Principal, in consultation with staff, decides on the utilization of the campus for activities like campus drives and government examinations.

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