

MAINTANANCE PROCESS

College has a number of policies, procedures and practices to govern its operation for daily works.

Academic Facilities: To provide in the number of academic areas, maintenance and cleaning of the classrooms and furniture are done with the efforts on the non-teaching staff and daily wage attenders in the college.

ICT: The college has adequate number of computers with internet connections. all the stakeholders have equal opportunity to use these facilities. The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the College.

Electrical and plumbing:Electrical and plumbing related maintenance is done with the help of local skilled persons and the expenditure is met from budget gained by college from different sources.

Library: Library maintenance is done by library committee by providing a provision of the budget. A competitive examination section is established by the college, which helps the students to prepare for competitive examination. The library committee understands the external and internal stake holders of the college uniting the vast campus regularly. The college has a comprehensive policy to maintain the infrastructure periodically. Hence, the committee allocates sufficient funds for the maintenance of the physical academic and support facilities.

Library Rules and Regulations:

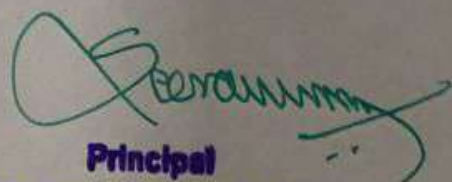
- Complete silence is to be observed in the Library.
- Wear your ID card while entering the Library always.
- Keep your personal belongings like bag, files, personal books, note books etc., at the property counter. However, they are advised not to leave valuable things like cell phones, purse, laptop etc. outside the Library.
- Don't move any furniture from its respective place. Avoid scribbling in the Library documents / Tables in any form including marking underlining as the considered as violation and will lead to disciplinary action.
- Bring your Library ID cards for taking library books.
- Reference books are exclusively for reference purpose only , refer it only in the Library and will not be issued outside.
- Rules for Loss of Books by the Students / Faculty Members If the borrower is unable to return the book due to loss or damage the recovery is made on the following basis:
- Replacing the lost or damaged book with another good copy having similar descriptions.
- In the absence of replacement, the recovery is made by collecting the document the amount of the existing price in the market if the loss is reported within the due date.

Civil Maintenance: Includes all building blocks of academic facilities such as water tank, Treatment Plant, Mineral Water plant, etc. Building maintenance is comprised of plumbing, painting, carpentry and minor construction. The maintenance operation will include all components and systems in the areas Class rooms, seminar halls, tutorial halls, carpet, floors, walls and ceilings, Doors exterior/interior, Window and Hardware, Restrooms/Plumbing fixtures (Commode, Lavatories, Urinals, restroom partition, mirrors, exhaust fans) all will be done under Special fee fundswith the approval of the Principal.

Garden maintenance: Garden maintenance is done by college, maintaining the garden through regular activities such as watering, thinning, weeding and monitoring.

Feedback: A feedback is collected from the faculty members, students, Parents and Stake holders once in a semester and reviews of the feedback based on the survey takes steps to improve the quality of the college in consultation with the Principal.

Grievances and redressal cell:Complaints / Suggestionsbox always kept at the entrance second gate of the college to record the complaints and suggestions. It will be reviewed by the committee and to take necessary corrective action in consultation with the Principal.



Principal
S. G. Govt. Degree College
PILER - 517 214