

**Policies followed for Maintenance of Physical Infrastructure**

**Madhab Choudhury College**

**Barpeta, Assam**



## **Procedures and policies followed for maintaining physical infrastructure:**

The maintenance policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources including buildings, classrooms, computers, equipments, laboratories etc.

To ensure high academic standards and extra –curricular facilities, maintenance and utilization of infrastructure are done according to set procedures and policies. This is in alignment with the institute's goal towards holistic development of all stockholders. Different committees are formed each year before the beginning of academic session with convener and members. These include library committee, purchase committee, canteen committee, construction committee, campus development committee, discipline maintenance committee etc. These committee members alongwith a few non-teaching staff ensure proper maintenance and utilisation and augmentation of physical, academic and support facilities in the college.

### **Maintenance of physical infrastructure:**

1. The overall maintenance of the college campus is done under the supervision of a supervisory assistant employed by the college.
2. Different committees of the college are engaged in monitoring the physical facilities like classrooms, conference rooms, auditorium, canteen, gym, toilet, drinking water etc. and reporting it to the principal. Specially, the campus development committee of the college continuously monitors to give a beautiful environment to the campus with the help of caretakers.
3. The librarian seeks recommendation from departments before purchasing departmental text-books, reference books. In case of general books, journals periodicals and magazines, the purchasing committee of the library decides. A group of experienced and knowledgeable library staff understands the demands of the library users. Library books and journals have been purchased from well-established publishers in consultation with staff-members under the supervision of the library advisory committee.
4. Laboratory equipment and sophisticated instruments are acquired through tender process and a committee looks after it. Each laboratory has been assigned lab attendants who are well versed with lab equipment working and maintenance. The equipments used in the laboratory are properly maintained. Proper stock of the chemicals and materials has been maintained regularly.
5. IT facilities in the college are maintained by a qualified team of teaching and non-teaching staff who regularly updates the facility. Branded computers are purchased and a committee recommends it. All computers in the institute premises have been

connected by LAN. The system section maintains the firewall, LAN connectivity, campus Wi-Fi and internet connectivity throughout the institute.

6. The hostel has hostel warden for both boys and girls, attendant and mess staff to manage the functioning of the hostel.
7. Maintenance of canteen has been done by a canteen committee.
8. For ACs and drinking water facilities, periodic maintenance is carried out. For regular maintenance the college engages expert electricians, carpenters and plumbers.
9. Different kinds of games and sports are performed on regular basis under the supervision of an expert coach appointed by the college authority.
10. Students views on physical facilities like pure drinking water, cleanliness of toilet, common rooms etc. are taken into account seriously.
11. The college has a health cell for the regular health monitoring and counselling of the students and college staffs.



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