

Maintenance of Campus Infrastructure

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

Infrastructure Maintenance

Adequate Human resources are scheduled exclusively for maintenance and upkeep of campus infrastructure. A maintenance supervisor assists in upkeep and maintenance of infrastructure facilities. This person is available 24 X 7 to monitor the maintenance. A supervisor and sweepers are appointed for the cleanliness of the campus and the hostels. The institute outsources the maintenances of infrastructure facilities. Following is the list of Annual maintenance contracts

- Fire Systems Maintenance
- Maintenance of UPS
- Water Tank Cleaning
- Drinking Water Testing

AMC (Annual Maintenance Contract) is signed with these respective agencies for preventive and corrective maintenance. Security of the institute is assigned to external agency. The institute has a vegetable garden which is maintained by the gardener appointed by the college.

Maintenance of Equipment Computing Facilities:

The institute has dedicated staff that ensures the maintenance of equipment and computing facilities of the institution. All the electrical and electronics equipments are looked after by the team of Electrical Maintenance Committee. Routine computer maintenance, software installations, networking are handled by Computer Department. Antivirus software is purchased and is renewed annually for the smooth working of all the computers in the institute.

Science labs are maintained by lab Assistants Mr. Shiv and Mrs. Navjot Kaur with the help of Asst. Professors. Mrs. Navjot Kaur also gives instructions to students about different combinations of salts, chemical gases and handling of physical equipments.

Library:

Library is holding the physical collection of more than 10,600 books (as on July ,2019), it has subscribed to 41 current print journals/magazines of national as well as international repute and having more than 256 CDs/DVDs as a part and parcel of its collection.

The stacking arrangement of the books in the library is been done with the help of Dewey Decimal Classification (19th Edition) and it is been arranged according to the subjects/courses


PRINCIPAL
PT. MOHAN LAL S.D. COLLEGE FOR WOMEN
GURDASPUR

the institute runs respective guide cards displaying the subject name and location code on each stack is been placed for easy searching of books in less time whereas the stacking arrangement of Periodicals are arranged in alphabetical order by its title of the journal and technical magazines separately as far as CDs/DVDs are concerned they are arranged in CDs/DVDs cases as per the sequence of its arrival.

To keep proper track maintenance of the library books 'Stock Verification' Process is conducted by the Library Committee of the College. It is been advised to library committee to conduct the physical stock verification of library books as per their stock collection range.

A thorough stock verification has been conducted usually in the month of June every year wherein there is a vacation time for the students and library gets the maximum period to conduct the stock verification process smoothly.

Sports:

The institute has large open grounds for volleyball and basketball and a gymnasium utilized by the students. Maintenance of all these Sport facilities is taken care of by Physical Education coaches Mr. Parshotam and Mr. Variam. The first aid kits and sports equipments are also provided to the students.


PT. MOHAN LAL S.D. COLLEGE FOR WOMEN
PRINCIPAL
GURDASPUR