

# PT. MOHAN LAL S.D. COLLEGE FOR WOMEN

KAHNUWAN ROAD, GURDASPUR-143521

(Re-Accredited 'A' Grade By NAAC)

(Affiliated to GURU NANAK DEV UNIVERSITY, AMRITSAR)

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**4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)**

**Maintenance of Campus Infrastructure:** Adequate human resources are assigned exclusively for the maintenance and upkeep of campus infrastructure. A maintenance supervisor assists in the 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 hostel. The institution outsources the maintenance services 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 institution is assigned to an external agency. The institution has a vegetable garden which is maintained by the gardener appointed by the college. The organic produce of the garden is used in a hostel and sold among the stakeholders.

**Maintenance of Equipment Computing Facilities:** The institution has dedicated staff who ensure the maintenance of equipment and computing facilities. All the electrical and electronic equipment are looked after by the team of Maintenance Committee. AMC is signed with an external technical agency. Routine computer maintenance, software installations, networking are

  
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handled by the administrative office and Computer Department. Antivirus software is purchased and updated annually for the smooth working of all the computers in the institution.

**Science labs** are maintained by Lab Attendant. She instructs students about different combinations of salts, chemical gases and handling of physical equipment carefully.

**Maintenance of sewing machines** in Fashion Designing department is also done from time to time.

**Cosmetic products** used in the Cosmetology department are frequently checked and expired products are disposed of accordingly by the concerned Assistant professor.

**Food products** used in the Home science lab are also checked properly for their nutritious value and expiry date. The maintenance committee and concerned assistant professor take note of the maintenance of all types of equipment and products used in all laboratories.

**Library:** Library is holding a collection of 10,812 books. It has subscribed to 43 current print journals/magazines of national as well as international repute and have more than 256 CDs/DVDs as a part and parcel of its collection. To keep proper track of maintenance of the library books, stock verification process is conducted by a committee constituted by the Principal in the month of June.

**Sports:** The institution has large open grounds for a number of sports like Volleyball, Basketball and Wushu etc. which is utilized by the students. Maintenance of these sport facilities is taken care of by the coaches of respective games and the Physical Education department. Indoor games facilities such as Chess, Ropes for skipping, Ludo and Carromboard etc. have been bought and maintained properly. First aid kits are kept by Health Club. Sports kits are provided to students and are upgraded from time to time by the Physical Education department.

<http://www.ptmlsdc.ac.in/campus/maintenance/>



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