

**HANDBOOK OF
INSTITUTIONAL USAGE AND
MAINTENANCE POLICY**



**MARANGI MAHAVIDYALAYA
P.O. LETTEKUJAN, LDOIGRONG
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Ullahank
PRINCIPAL, i/c
Marangi Mahavidyalaya

HANDBOOK OF INSTITUTIONAL USAGE AND MAINTENANCE POLICY

Policy Details:

Marangi Mahavidyalaya has established systems and procedures for maintaining and utilizing Physical, Academic and support facilities for regular maintenance and periodic replenishment of essential facilities.

The College policy is to have effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective college functioning.

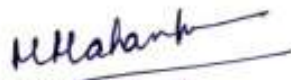
Purpose of this policy:

This policy is intended to help Management, staff, and students to understand importance of Infrastructure maintenance and procedures followed for the same. Effective Maintenance of infrastructure can:

- Contribute to an organization's instructional effectiveness and financial well-being.
- Improve the cleanliness, orderliness, and safety of an education organization's facilities
- reduce the operational costs and life cycle cost of a building
- Help staff deal with limited resources by identifying facilities priorities proactively rather than reactively
- Extend the useful life of buildings
- Increase energy efficiency and help the environment

Systems for Maintenance and Utilization:


- Budget provisions are made for new as well as old facilities, repairs and maintenance. Library budget is also made available every year.
- Establishment/repairs and maintenance committee is formed. Principal is the chairperson.


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- College Development Committee is also formed for overall planning and development of college.
- Departmental requirements for new purchases and maintenance of old is collected every year and approved in the College Development Committee meeting.
- Stakeholders' suggestions are also considered.
- Office interprets and analyses the requirement on the basis of necessity, urgency, available funds and budget is given to each Department.
- Depending on availability of funds, requirements are fulfilled by establishment committee under guidance of Principal.
- The Heads of Departments of the college takes a periodical review of repairs and maintenance requirements of their respective Departments.

Maintenance of Physical Facilities:

The physical facilities are maintained by the Institution's Centralized Administrative Department, which comprises Maintenance Supervisor and Electrician. The services of electricians and computer analysts are available during working hours in the campus. Electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by maintenance supervisor with the help of plumbing contractor. The complaints can be registered through maintenance department by letter/mail/ orally. The Maintenance Supervisor with a team of Housekeeping supervisor monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, Gymkhana (sports facilities), cabins, conference rooms, staff rooms, student's amenity areas, cafeteria and Library. Housekeeping services are outsourced on annual contract basis and are made available during day time in all days. Transport facilities are monitored by the maintenance supervisor and his support staff. Annual contract shall be given to Bus service provider every year in the beginning of the academic year.


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Allocation of Classrooms:

The Classrooms are allocated to every Department by the Principal on the advise of the Chief Co-ordinator and Timetable Committee Convener at the start of the Academic Year. The Master Time table is prepared for proper utilization of the classroom space.

Maintenance of Classrooms, Classrooms Furniture and Laboratories:

Classroom with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the Department/Institutions. The Heads of the Departments periodically report to the principal for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staff of respective department monitor effective utilization of the computer and Education laboratories. Students respective Head of the optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

Stationery Allocation Policy of College:

Office Stationery is an important part of regular functioning of academic institution. The College has Staff Welfare Committee which is responsible for proper allocation of stationery amongst teaching staff. The Committee maintains records in case of allocation of any stationery item to any department/ committee.

Maintenance and Utilization of Library and Library Resources:

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. DDT or


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gammoxine powder over the affected area can help in removal of termites or white ants.

- Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library.
- Repellants are used to save materials from Rats. For said process help of maintain ace supervisor can be taken.

Maintenance and Utilization of Seminar Halls and Auditorium:

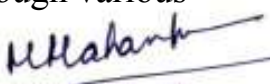
Conference rooms and auditorium are under the purview of the and the cleanliness is taken care of by the housekeeping team. Effective utilization of Conference rooms and auditorium for organizing academic meetings, seminars, and conferences is made. For accessing the facilities, the organizing faculty/staff member submits an application to the principal through Heads and the date of event is registered and the halls are accessed on priority basis.

Maintenance and Repair of Physical Infrastructure:


Maintenance Supervisor and his team Adhoc Maintenance Regular Maintenance Reviewing the entries in the repair request Register White washing, Painting and Pest control Submission to authorities for Approval Receive approval Work carried out Getting verified by the concerned Department Issue of Work Completion Certificate.

Procedures for maintaining and utilization:

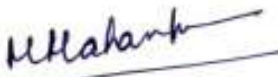
- The cleaning and the maintenance of the classrooms are done by the non-teaching staff as per cleaning schedule which is monitored by head of the department.
- The college has adequate number of computers with IT facilities maintained by Computer Maintenance Service Provider.' – Computer Hub, Golaghat, Assam. .
- The college website is maintained regularly by website provider- All in One Solution, Golaghat, Assam.
- Maintenance of electrical equipments is regularly done through various service agencies visit on call basis.


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- Rain Water harvesting system helps in the maintenance of the garden as well as to clean Girls' toilet.
- All other facilities like sports facility, health care, water supply, toilet cleaning, parking facility etc. are also maintained on regular basis.


Co-ordinator, IQAC
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(Yugal Jyoti Borah)




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