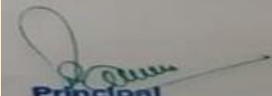# Procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, Sports Complex, computers, classrooms etc.

The institution has a definite procedures and policies of optimum maintenance and utilisation of institutional infrastructure, academic and support facilities. The college has adopted vigorous systems and procedures along with manpower to monitor laboratories, library, sports facilities, classrooms, seminar halls, computer etc. The College Principal forms various committees to ensure the maintenance of the infrastructure.

- ❖ The specific staff for regular maintenance of infrastructure includes electricians , computer labs technicians, plumber, carpenter, mason, malis and janitors in addition to security staff.

- ❖ Maintenance and housekeeping staff is associated with for smooth smooth conduct of related activities and meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenital learning environment.

- ❖ The green covers of the campus are well maintained by full time gardner's.

- ❖ The responsibility of the library maintenance lies with the librarian. Pest control of library books and records is done every year by the maintenance department. The library is under CCTV surveillance.

- ❖ The administrative block is under the care of the office Superintendent.

- ❖ The internet facilities and networking is extended throughout the campus and maintained by the head of the computer lab.

- ❖ The teacher-in-charges of the various laboratories take a periodical review of repairs and maintenance requirements of their respective laboratories .Proper verification of stock takes place at the end of every year.

- ❖ The cleaning and the maintenance of the whole campus is done by the supporting staff as per instructions by house on duty.

- ❖ Suitable budget is allocated every year by the management for the maintenance of various facilities.



Principal
Sant Darbara Singh College
of Education for Women
Lopon (Moga)