



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

Maintenance Policy

At Shri Ram College there are well established systems and procedures for maintenance of and utilisation of the physical, academic, support and other facilities, i.e., laboratory, library, sports complex, computers, classrooms etc.

The College has a well-organized and decentralized mechanism to maintain its physical, academic and support facilities. An Officer and a Supervisor have been appointed to look after the specific maintenance requirements and get them resolved at the earliest. The technicians, masons, fitters, welders, carpenter, plumbers, electricians, IT technicians, book lifters and sweepers are either appointed fulltime or hired on contract for addressing the maintenance complaints on day to day basis. A Maintenance Register has been placed on the Front Desk where different complaints from departments and offices are registered and after this communicated to the Supervisor who in turn gets it resolved. Different committees keeping sync with IQAC ensures the proper maintenance and utilization of the facilities. Generally, the maintenance has been broadly classified as follows

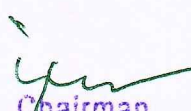
1. Maintenance of Physical Facilities

The maintenance of the physical facilities is looked after by the Supervisor who makes an arrangement for getting it done. For various types of maintenance complaints related to electricity, plumbing, lab machineries, auditorium, playground, building, hostel, gymnasium and canteen, the Supervisor in coordination with the Office arranges everything according to the demands raised by the departments and other units. A Maintenance Workshop is also functional in the college on full time basis.

2. Campus Cleaning & Maintenance

The regular cleaning of the classrooms, laboratory, verandas, lobbies, canteens, playground, pathways and other places are kept neat and clean on regular basis. The gardening staff are


Co-ordinator
IQAC, Shri Ram College
Muzaffarnagar


Chairman
IQAC, Shri Ram College,
Muzaffarnagar

appointed for maintaining the greenery (outdoor and indoor) in the campus. NSS also takes an active part in keeping the campus clean and green.

3. IT infrastructure/ Computer Maintenance

Maintenance of the IT infrastructure are done by the Computer Repairing and Maintenance staff who have been appointed on regular basis. College has highly efficient technicians at its computer labs for hardware and software maintenance. The College has its own high performance server for numerical simulation/ digital computation.

4. Sports Maintenance

The Sports Committee monitors the ground and equipment of sports and games are regularly maintained. The Gymnasium is maintained and monitored by the staff and Sports Committee.

5. Laboratory Maintenance

The laboratory equipment is generally maintained by the concern department trained staff or through hired technicians for some specific problem if the college staff is not able to resolve it. Chemicals, glassware and other instruments are maintained through the stock register for concern department.

6. Library Maintenance

The Librarian through book lifters and other similar staff is responsible for the maintenance of the existing book stock. The Librarian takes decisions for disposal of the old newspapers and magazines and sufficient staff is engaged in the library for proper functioning and maintenance.


Coordinator
IQAC, Shri Ram College
Muzaffarnagar


Chairman
Shri Ram College,
Muzaffarnagar