



**Rayat Shikshan Sanstha's
Arts, Science and Commerce College, Ramanandnagar (Burli)**

**Infrastructure
Maintenance Policy**

The College Development Committee is the main decision-making committee responsible for setting policies related to the college's physical, academic, and support facilities. The principal of the college makes decisions about how to maintain and make the best use of these facilities.

Classrooms:

- The cleaning and upkeep of classrooms, bathrooms, and the college grounds are handled by non-teaching staff.
- A supervisor and daily workers are hired to clean the premises and washrooms regularly.
- The college schedules classes in a way that makes the best use of the classrooms.

Laboratory:

- Trained assistants take care of equipment calibration under the guidance of faculty members.
- The lab-in-charge is responsible for maintaining lab equipment and keeping the lab clean.
- If any equipment is faulty, it's reported to the laboratory assistant and the department head. Service engineers from the equipment manufacturers are called in for repairs.
- Regular servicing is done to extend the life of lab instruments,
- Lab sessions are scheduled in the afternoon and evening to maximize the use of the lab space.

Library:

- The college library is managed by a committee called the Library Advisory Committee.
- The library is taken care of by the librarian, assistant librarian, and attendants.
- Regular cleaning is done using vacuum cleaners, and pest control is carried out.
- The library is automated, and it organizes book exhibitions. Books suggested by staff members are purchased and added to the collection.

- Students have open access to the library, and there are special reading rooms and computers for e-content access.
- Qualified staff is available to help students, and computers are provided for book searches.
- Books, journals, and reading materials are purchased based on the syllabus requirements, and the library has memberships for online resources.

Sports facilities:

- The college provides facilities for sports and exercise, including playgrounds, sports rooms, and a gym.
- Maintenance of sports facilities and equipment is overseen by the Physical Director and supporting staff.
- Sports equipment is provided to students during competitions, and the gym is available to students at designated times.

IT Infrastructure:

- The college has a Computer Facility Centre (CFC) to support teaching and learning.
- Regular updates are made to computer hardware and software.
- Computers are distributed to various departments and offices as needed, and they are connected through a network with high-speed internet and antivirus software.
- Experts and technicians are called in when necessary to maintain printers and copiers.

Other Facilities:

- The Botany department's non-teaching staff maintains the botanical garden, using natural fertilizers and pesticides as needed.
- Furniture and fixtures are repaired as needed through contracts with appropriate agencies.
- A central record is kept for these requirements, and decisions are made through committees.
- Maintenance and painting of buildings and infrastructure are done as needed.
- Drainage pipelines are regularly cleaned.
- In simple terms, the college has a committee that makes policies for managing its facilities.

Various staff members and workers take care of things like classrooms, labs, the library, sports areas, computers, and other facilities. They make sure everything is clean, working well, and available for students. The college also maintains a garden and does repairs and maintenance as needed.



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