

Maintenance Policy of Government College of Engineering and Ceramic Technology

The institute has established procedures and policies for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports facilities, IT Infrastructure Physical Infrastructure etc. Annual budget is allotted every year towards the maintenance of academic and physical Facilities.

1. Maintenance of the physical infrastructure:

The maintenance of the building of the institute are done by the PWD (Civil) of Government of West Bengal. In the event of requirement of maintenance of civil construction, a requisition is sent to the PWD. The PWD send an estimate in response of the requisition. The estimate is then forwarded to the department of Higher Education Government of West Bengal for sanction of fund. On receipt of the administrative approval from the Department of Higher education, the PWD starts the work. The similar procedure is followed for the maintenance of electrical infrastructure of the institute. At the beginning of the financial year, the PWD (Electrical) prepares the estimates for the maintenance of electrical installation including lift of the institute.

There is annual maintenance contract (AMC) for other installation. The Solar plant, Water filter, Water cooler, CC TV network etc are under AMC. The diesel generator of the institute is maintained by the PWD.

Classrooms, Staff rooms, Seminar halls, Auditorium, Laboratories and Hostel are regularly cleaned and maintained by housekeeping staff assigned for each floor. Wash rooms, Boys Common room, Girls Common room and Rest rooms are well maintained and cleaned twice a day. There is a proper schedule for the maintenance and cleanness of all the rooms and labs. Housekeeping staff maintains the cleanness and the same is supervised and checked by the supervisor regularly. Dustbins are kept at different location of the premise for the disposal of wet and dry waste.

2. Maintenance of Laboratory equipments:

All high cost equipments of the laboratory are under AMC. The equipment that is not under AMC is repaired following the purchase procedure of the institute. The work order for AMC of equipments is also awarded following the same procedure.

3. Library:

The library of the institute is automated with open source integrated library software

KOHA (Version 3.20). It is hosted at the server and is accessible by both internal network and external network. The facilities in the library are in AMC for maintenance. Librarian is responsible for the maintenance of library resources. All the books are placed in order and shelves & stack rooms are regularly cleaned and maintained by assigned housekeeping staff. There is a proper process of conservation and preservation of books.

- **Conservation**

Only books in good physical condition are allowed to stay on shelves. Constant shelf checking helps to remove torn, soiled and damaged books from shelves. Housekeeping staff are trained under supervision of library staff to protect books from dust, dirt. Regular pest control is done to protect books from insects.

4. Sports Facilities:

The sports facilities both indoor and outdoor are supervised and maintained by the Sports Secretary of the Student's Welfare Association (SWA) of the institute. If any sports item needs repairing, requisition is forwarded to the Principal for the same.

5. IT infrastructure:

The institute offers a wide array of computing & networking resources to the Staff & Students. These services are in place to facilitate teaching and learning, research, and administrative activities. .

- **University Website:**

The institute's website is regularly updated and maintained by a third party selected through tender process.

- **Procedures for IT Equipment Maintenance:**

In case of IT equipment like Desk top computer, Laptop, Monitor, UPS, Printer, Xerox Machine, Network Switch, CCTV, Router, Firewall and Server not covered under warranty are under AMC. The printer Cartridges and other e-waste is collected and disposed to authorized recyclers.

The institute gives attention for proper utilisation of all physical infrastructures in optimised way. There is timer fitted to all air conditioners of the institute so that it is switched off automatically at a predefined time to save wastage of power as well as safety from fire when run unattended.