

**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. in Maynaguri College**

The College has an inclusive Maintenance Committee for formulating and executing the required procedures and policies for maintaining and utilizing physical, academic and support facilities like the laboratories, Library, Sports Room, computers, classrooms etc. This Committee plays an active role in the maintenance of the infrastructural support facilities. A set of Complaint Registers (for various sections) is maintained for reporting malfunctioning, damage and need for repair of every physical support facilities. In this way, any and every malfunctioning and damage is reported at the earliest, while the Maintenance Committee also regularly inspects the college properties from time to time. The Committee maintains a Stock Register for both the immovable and movable properties of the College and also chalks out a plan for maintenance of fixed assets.

Certain physical support facilities like hardware and software maintenance of the computers are done through renewable Annual Maintenance Contracts. Generator is maintained by Ascension Service, photocopy machines by Copier World. The College website is maintained by City Task, Library software, i.e., and software related to office and admission i.e., Advanced Educational Institute Management System is maintained by Graphicom. Up gradation of the computer systems is generally done on quarterly basis and anti-virus software are installed on a regular basis. To fulfill the emergency demands, individual system up gradation is carried out keeping in mind the need for update, deployment and maintenance of the computers in the institution.

During the Lockdown and the post-Lockdown situation, the college has been giving more attention to the maintenance and utilization of the technological properties of the college as both the Academic and Administrative engagements have been shifted to the online mode.