



# North Bengal St Xavier's College

## Rajganj & Siliguri Campus

### Maintenance and Utilization Policy

Policy and Procedures for Maintaining and Utilising Physical, Academic and Support Facilities (for Students and Staff)

#### 1. Introduction

North Bengal St. Xavier's College is a relatively young college and hence, building and college infrastructures are still expanding. The physical facilities including Laboratories, Libraries, Classrooms and Computers etc, are made available for the students once they take admissions in the college. All the admitted students pay fees for various facilities as per the guidelines and norms of the college.

The office of the Estate Manager/Administrator is responsible for regular maintenance of the infrastructure and repairs of equipment as well as upkeep across campus. Regular maintenance of the college building is carried out and checks of electrical, equipment, sewage and garbage disposal and water purifiers are carried out on a routine basis. Following are the tasks attended by the Estate Manager's office on a priority and/ or routine basis: electrical, telephone/intercom, air-conditioning, civil work, painting, pest control, locks, keys, polishing, tea estate, flower gardens, roadside/pathways, cleanliness of classrooms/seminar/conference halls/auditorium/library. Interiors, Events, etc.

The support staff of the Estate Manager's office include:

1. Maintenance In-charge
2. Electrician
3. Field work supervisor
4. Conservancy Staff
5. Gardener
6. Cleaners/ Sweepers
7. Field Staff

In addition to these, there are personnel who are work on daily wage basis also handled by the Estate Manager's.

#### 2. Maintenance of Library

The librarian takes care of all affairs associated with the library and coordinates with the Estate Manager's office for regular upkeep of the library spaces. The library is open from 9.00 a.m. to 3.00 p.m. on all working days. The College Library provides print & photocopying for different academic and related activities of the students and staff, services

for the retrieval and use of these resources and adequate infrastructure and spaces for their use. A photocopier exists near the reference library section. The lending library section has a paperback collection, newspapers and magazines reading facilities, the Issue & Return Counters as well as reading spaces.

For its regular maintenance:

- Everyday, a cleaner sweeps and mops the floor and dust off the main part of the Library. Appropriate chemicals/liquids are sprayed/sprinkled to protect books from bookworms, silverfish, white ant, termites and cockroaches and other damages.
- For maintenance and safety of library collection, unauthorised persons are not allowed in the closed access.
- Yearly book binding of books is done. Minor maintenance of books like pasting of pages etc. is done in the library itself. Special cloth binding or leather binding is done by outsourcing to conserve those books that are in poor shapes.

### **3. Maintenance of Laboratories**

The College has laboratories for three biological sciences namely, Botany, Microbiology and Zoology and their allied/elective subjects, namely Physics and Chemistry Labs. Regular and proper maintenance of Lab equipment, chemical containers, etc are important to avoid laboratory contamination, hazards, damage and hence, requires proper maintenance and safety measures to take care of the people working in laboratories. Maintenance of laboratories is expensive operating costs and hence, it is imperative that following steps are taken:

- To keep the instruments in working condition, maintenance and servicing is done by Laboratory Assistants and Laboratory Attendants. They ensure that after the use of equipment during Lab Hours they inspect any damage to them.
- Stock taking/inventory of equipment is done at the end of every academic year.
- Head of the Departments also ensure that there is proper handling of the Lab equipment and is reported to the Estate Manager in case of any breakage or damage.

### **4. Maintenance of Computer Lab**

A well-furnished Computer Lab is attached to the Department of Computer Science and Applications. It has 45 computers whose simple maintenance is done by the departmental staff themselves. The Centre supports all the curricula computer courses beside Carrier Oriented Programmes (COP) offered from the University. It also holds courses for the Department of Commerce besides some course in the Siliguri Campus.

The general maintenance of computer laboratory is carried out in the following manner:

- Through Annual Maintenance Contract (AMC), by Universal Enterprises Pvt Ltd, a Siliguri-based Computer Suppliers/vendor, computer machines, UPS, battery backup system are regularly serviced, maintained and repaired.
- In the event of minor damages or loss parts/accessories are replaced on need basis.
- The basic hardware repairing and maintenance is done by the college staff and major repairing of computer machine is outsourced.

- Machines are formatted and installed or updated with operating system, antivirus and other software timely by the teaching staff and lab assistant.
- Software installation is done as per the requirements of the departments and on instruction of the HOD of the Computer Science Dept.
- Cleaning of the computer lab is regularly done by the conservancy staff using Scrubber Machine. Dusting is done using with vacuum cleaner.
- \*Refilling of the fire extinguishers is carried out before the expiry date.

### 5. Maintenance of Sports Complex

The necessary maintenance of playgrounds such as, track/field, football, cricket, and volleyball, basketball and badminton courts are carried out at the appropriate time by the ground staff with the help of boys' hostel workforce. Since, a particular kind of grass grows every year longer grass is trimmed regularly while also spraying disinfectant to kill some wild grasses. Ground is also cleaned and maintained by ground staff with the help of NSS and Nature Club students.

### 6. Maintenance of Other Physical Facilities

**First-aid/Sick Room:** Basic 'First-Aid' is available with the College General Office outside the office of Vice Principal (Administration). A stretcher and wheelchair are available with Estate Manager's office for any emergency like when staff / student fall sick or require medical attention while on Campus. A regular upkeep is done by the maintenance in charge. the Gate-Security. There are a total was three wheelchairs on campus. There are two well maintained sick rooms: one on the main building for those having classes in the upper floor, second one is in Girls' common Room of the Loyola Block.

**Waste Management:** Compost bin is located near the gate and compost trough behind the Library, and besides canteen and bus shed.

*Rain-water harvesting:* Water collected from the terrace is collected in syntax tanks and utilised for garden watering and toilets.

*Parking area:* The parking area is located inside the main gates of the college and is used mainly for parking the college bus. There is a cycle/motor cycle shed for parking of two-wheelers. These areas are regularly maintained by the maintenance in charge and conservancy staff.

of charge.

- *Flower garden:* There is large flower garden full of rose and other flowers. The college garden is maintained by the gardener and the daily wage workers supervised by the Estate manager's office.



*[Handwritten Signature]*  
Principal