

SWAMI VIVEKANAND GOVERNMENT COLLEGE SUSNER

Affiliated to-

Vikram University Ujjain, M.P.



Maintenance Policy

Objective:-

The main objective of this maintenance policy is to maintain the physical, academic, sport, library and other facilities of the institute. Principal of the institution is assign work to maintain the different facilities. For maintenance of different facilities funds are allocated as required.

This policy is applicable to the different sections of the institute.

(1) Maintenance of the Academic facilities

Institute have three departments (Art, Science and Commerce) .Maintenance of facilities related to these departments are done by the head of the department under the supervision of the principal. Also the services related to students like scholarship, admission and support are maintain by the Accountant and head clerk of the college under the guidance of the principal. The facilities of laboratory in science department is maintained by the respected subject teacher. Other facilities related to academic is maintained by the principal of the college.

(2) Maintenance of Physical facilities

Physical facilities like infrastructure , classrooms,and other related items are maintained by the Principal of the college.

(3) Maintenance of the Library

Books arrangement,reading room facility , footfalls of students and teacher , accession register and other facility related of library is maintained by the librarian of the college.

(4) Maintenance of Sport facility

All the sport activity, items of the sport material and other facility related to the sports are maintained by the sport committee of the college.

(5) Maintenance of NSS

All the NSS activity, items, student participation and other facility related to NSS is maintained by the NSS incharge of the college.

(6) Maintenance of Campus security and cleaning

Campus security is day and night shift is maintained by the security person assigned by the principal. Also CCTV is installed in the campus for security purpose. Campus cleaning is done by sweeper under the instructions given by the principal.

(7) Maintenance of Annual Stock Register

Maintenance of annual stock register is done by the committee under the guidance of the principal. For every year stock maintenance , physical verification process is done by the committee member. This committee give the report of physical verification of different facilities to principal.

Note:This policy can be revised as instructions given by the college administration/principal.