



# MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA

NAAC Re-Accredited B+Level Govt. aided College

CPE (Under UGC XII Plan) & NCTE Approved Institutions

DBT Star College Scheme Award Recipient

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## Policies & Procedures

### Mugberia Gangadhar Mahavidyalaya

#### **Policy on Infrastructure maintenance**

In the year 2007, Mugberia Gangadhar Mahavidyalaya completed its first cycle of NAAC accreditation. While measuring the infrastructure and maintenance practices in the campus, the chairman of the then NAAC peer team Prof. K.C Mathur had coined “CLEAN AND GREEN CAMPUS”. Such observation boost us a lot to do better in the future and till then we have tried our level best to maintained a robust and systematic maintenance procedure by using manpower for utilization of physical, academic and infrastructure facilities such as Laboratories, computers, library, sports, grounds, ponds, classroom, research room, language lab, seminar Hall, office room, student union room, toilets, canteen, Hostels for boys and girls, NSS & NCC room and all associated facilities.

#### **Objective of the policy.**

- To provide a clean and green environment for both staff and students inside the campus.
- To ensure proper maintenance of all physical academic and infrastructure facilities in the campus
- To conduct regular infrastructure committee meetings to review the condition of infrastructure and other facilities.
- To upgrade and adopt new methods to maintain the facilities in accordance with the requirements of all stakeholders.

- To ensure safe and green campus through environment and conscious initiative like, vehicle free day, plastic free campus initiative, Swachh Bharat campaign, Seminars/workshops on health and hygiene.
- To replace and repair the equipment as per the requirement.

**Roles and responsibilities of the development committee including infrastructure maintenance.**

- Maintenance of infrastructure facilities registers.
- Supervision of all maintenance related work and conduct annual infrastructure audits of the physical academic and support facilities including green audit.
- Preparation of action plans to be able to cope with in case of any emergencies.
- Regular conduct of infrastructure committee meeting to be able to give necessary inputs to the management about the maintenance of facilities in the campus.
- Import knowledge to all the stakeholders about the importance of participating in responsible maintenance of Campus facilities.
- Maintenance and recording of stock registers relating to the availability of a number of furniture boards, both white and green, projector, LED lights and fans, computer system and printers available in the campus.

**Best practices for swachh campus**

**Cleanliness:**

The entire campus stretches over 5.8 acres of land including hostel (Boys -1, Girls -3) of land and it includes common spaces like corridors, open spaces, seminar hall, administrative building, B.PEd and M.PEd building, gymnasium, canteens, and washrooms. The entire area is kept clean throughout the year. The routine procedure for cleaning to be planned at the beginning of the academic year is as follows.

**Floors:**

- Corridors are to be mopped using disinfectant daily.
- Sweeping of corridors to be carried out at regular intervals.
- Sweeping of staircase and cleaning dustbins to be carried out twice a day

**Doors, windows, and walls:**

- Windows and glass surfaces are to be cleaned using appropriate cleaning solutions at least once a week.
- Frequent dusting and regular cleaning process to be adopted to remove irritant pollutants for a breath free environment.

### **Vent and fixtures.**

Lighting wall decoration other fixtures to be kept clean at periodic intervals air conditioning vents and sprinklers to be cleaned and check for their proper functioning.

### **Green campus Initiative:**

#### **Waste management.**

Dustbins with three distinguished colours namely green blue and yellow are to place at prominent places and must be used both by the staff and the students in the campus. They are to be made about the purpose of distinct colors of the dustbins. As green colour dustbins to be used for biodegradable waste, blue colour dustbin to be used for disposal of hazardous wastes and non-biodegradable waste and yellow colour to be used for disposal of paper and glass bottles. Red coloured dustbins shall be used for plastic, and black will signify all waste like liquid. The other e-wastes must be placed under e-wastes category, like scraps of computers, laptops, and other e-wastes.

#### **E-Waste Management Policy:**

For the disposal of e-waste components, the college has maintained an e-waste box initiated by West Bengal Pollution Control Board in association with Tata Metaliks Ltd. and a room specially allotted for dumping of e-waste materials. The college has also signed an MOU with **Hulladek Recycling Private Ltd.** Kolkata for e-waste procurement, e-waste management, conduct awareness session on the benefit and process of e-waste recycling. The college will continue to upgrade its e-waste management system in the near future with the help of the technical support staff.

#### **Water Conservation**

- Water purifiers were installed in every place in the campus to ensure purified water supply to all the stakeholders. Aqua guard machines were also installed in rooms for sufficient drinking water facility.

- Students are to be educated about the significance of water conservation and its sensible utilization.
- Water plant: Pond water purification for drinking purposes has been introduced with the financial help of Mugberia Central Co-operative Bank. (MCCB)
- Water harvesting systems need to be strengthened in near future.
- **Energy Conservation**
- To ensure maximization of energy conservation solar panels are installed, maintained, and utilized efficiently in the college. A new initiative for solar lighting may be introduced on the campus with the help of the local Panchayat.
- Students are to be educated and oriented about the need for energy conservation. Geography departments have taken the initiative to educate students and to be made responsible to switch off the lights and fans to conserve energy.

#### **Ban on usage of plastic.**

- Single use plastic products are to be banned to ensure pollution free environment in the campus. Awareness of the hazards and the implications due to the use of plastics is to be created among the students by organising adequate campaigns and workshops.
- Eco friendly jute clothes and Paper Products are to be strongly recommended among the students teaching and non-teaching community to prevent the usage of plastics.

#### **Green spaces, flower garden, medicinal plant Garden**

- For maintenance of green space in the campus all the plants are to be safeguarded and maintained regularly with adequate manure and plant treatments are to be adopted for insuring healthy growth of the plants in the campus. Seasonal flowering initiatives are to be taken by the administration and green club. The department of NSS shall organize different activities for gardening and awareness programme for green and clean campus.

#### **Pond maintenance:**

The college has a beautiful pond inside the campus which helps us a lot. During summer it carries cool breezes. To maintain the ecology, the college should follow the following steps to maintain the pond.

The pond shall not be used for cleaning utensils. The pond will be used only by the students during swimming competitions etc. Fishing is strictly prohibited for outsiders. However,

the college may allow fishing in the pond once in a year to the fishermen for revenue appropriation. For the maintenance, check filters and pump intakes weekly for clogs; clean as needed. Add a fountain or bubbler to increase aeration for fish; hot water can be oxygen depleted. Routinely check fish for sores or unusual behavior. Control plant pests to maintain healthy plants; control algae with a long-handled bristle brush, rake, or pole.

### **Classroom maintenance:**

- All classrooms are kept well equipped with instructional support including chalkboards or white boards and comfortable furniture.
- Sweeping and dusting are to be carried out twice a day including the clearing of dustbins kept inside corridors by the support staff.
- ICT enabled classrooms, Research rooms, Practical rooms, auditoriums to be maintained by the management frequently to maintain hygiene, support staff will conduct maintenance procedures on all IT equipment in the classrooms.
- The management and the non-teaching staff with the job to maintain ICT equipment of the college which includes LCD projectors in the classroom, conference, seminar halls, and administrative building.
- During an event which requires the Tech team to provide technical assistant, the departmental HODs should inform the principal 10 days prior to the event.
- The event organizing committee must ensure that the lights, fans and ICT equipment have been switched off after the event to conserve energy for the future.

- **Maintenance of Laboratories**

To boost innovative pedagogy training and skill development Laboratories are well design in the college with the following norms.

- The respective faculty members, staff, lab assistant and other service personnel are given the responsibility to maintain the equipment under their purview.
- Stock register, asset register, logbooks tools and other lab related registers are to be maintained by the respective department and report in case of any defects arising for rectification.

- All major repairs are to be identified by the lab assistance and the departmental teachers and in case of need of external expertise for maintenance of equipment, when necessary, it must be carried out with the permission of the principal.
- Breakage of glassware intended for use by students and Scholars has to be entered in the register and charges are to be borne by the students.
- The obsolete items are to be discarded at a periodic interval and recorded in the register.
- Annual maintenance contracts are to be sustained for high-end equipment.
- Safe disposal of chemicals in the lab is to be ensured.
- Students have to be encouraged to be prompt on scheduled lab timing and be polite and courteous to lab assistant and to maintain a positive and helpful attitude.
- Prior permission must be given by the concerned departmental teachers from the lab instructor for taking out lab materials.
- Disciplinary action shall be taken for any form of harassment, discrimination, or inappropriate behavior inside the laboratory.
- Usage of mobile phones inside the lab must be strictly prohibited.

### **Maintenance of computers**

- All the computers, monitors, printers, and other equipment of the computer system in the college are to be physically cleaned and serviced on a regular basis.
- Formatting of the system, the junk clearance and cache clearance are to be undertaken at regular intervals.
- All types of technical issues are to be handled by the management.
- Major issues like operating system failures and networking restoration are to be handled by the principal and external service providers on call.
- Annual maintenance contract is to be sustained costly computers/Laptops.
- 24 \* 7 Wi-Fi facilities are to be enabled in the campus which can be accessed by student and staff members.
- Users are to be provided with a secure access with a login ID and password for using Wi-Fi facility

- **Library maintenance.**

- The support staff team maintains the cleaning of the library in order to provide a clean environment to the users of the library.
- The library is the half of learning with a reach collection of books e-book standard reference sources and other audio-visual materials.
- Subscription of National and international journals are to be made available for a wide range of references for all students, research scholars and faculty members.
- The library is Wi-Fi enabled which must be under 24 \* 7 CCTV surveillance.
- For E resources, the library has sufficient computers with Internet access for students, research Scholars and faculty members for their academic work with printer facility.
- Stock register to be maintained by the librarian.
- The overall upgradation of the library is the responsibility of both the principal and the librarians.

### **Maintenance of Sports Equipment and Playground**

- Maintenance of indoor Sports Equipment are to be taken care of by the BPEd ,MPed and Physical Education Department.
- All other Sports Equipment such as the bat, balls, net, hockey stick, band equipment etc. are also to be taken care by the teachers of the BPEd and MPed teachers and physical Education Department.
- The ground must be maintained by levelling the surface and to be kept clean and tidy for outdoor game such as volleyball, badminton, cricket, football etc.
- The basketball court to be maintained by painting the court and repairing the quality of the basket once a year.
- Steps are to be taken regularly to ensure that water stagnation does not occur on the ground.
- Sports register to be maintained by the department of physical education.
- Annual stock taking to be conducted by the committee formed by the principal.
- The overall development in the field of Sports is the responsibility of the principal, groundman as well as the dept. Of Physical Education

## **Canteen maintenance**

- Stringent standards for hygiene and sanitation are to be maintained by the canteen staff.
- The quality standards are to be monitored through quality audits by the nutrition department.
- The management monitors the pricing options at the canteen to ensure the affordability of the students.
- Dustbins are to be placed as per the government norms to maintain ecofriendly campus.
- Usage of plastic cups and other plastics banned in the canteen.
- Canteen staff to ensure availability of continuous water supply to enable the students to use the hand wash consistently.



*Swapan*  
21.06.2019  
Principal  
Mugberia Gangadhar Mahavidyalaya

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