

Ref. No.

Date: 15/01/2016.

Procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms etc

1. The College has an adequate provisions for maintenance and utilization of its physical, academic and support facilities.

2. A dedicated team of electrician, plumber, and sweepers provide round the clock provide service to Departments, Classrooms, Canteen and Library.

3. The building Advisory Committee ensures proper maintenance of the building.

4. Computers peripherals are checked, cleaned and maintained by technical assistants hired from outside.

5. While purchasing any equipment, it is always ensured that the installation charges and maintenance charges are provided by the Company which delivers the equipment.

6. Annual Maintenance Contract (AMC) is opted for most of the services and equipments. The AMC facility includes maintenance of Generator, AC Machines, CCTV Cameras, Water Purifiers, and Software etc.

7. The whole campus of the college is well protected by surveillance of CCTV Cameras. For the maintenance of Computers, one dedicated private organization has been fixed.

TIC Hiralal Bhakat College, Nalhati Birbhum, West Bengal, PIN 731220

> Teacher- in- Charge Hiralal Bhaket College Nalhati, Birbhum

