



NAAC Re-Accredited - 'A'
(2014-15)



Ramakrishna Mission Sikshanamandira

A NCTE Recognized Govt. Aided (WB) Residential Autonomous Post Graduate College of Teacher Education Affiliated to University of Calcutta

College of Teacher Education (CTE)
College with Potential for Excellence (CPE)

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Phone: 033-2654 9281, 033-2654 6081

MAINTENANCE POLICY

BELUR MATH, HOWRAH, WEST BENGAL, PIN: 711202

Maintenance Policy:

Physical facilities:

1. The college has a dedicated Maintenance Department with a monastic member as the incharge.
2. Various academic facilities have their respective coordinator and caretakers who produce Maintenance Request Forms to the maintenance incharge when necessary.
3. For general maintenance requests the maintenance incharge receives the Forms and designates the work to the relevant mechanic/technician on call. Local vendors supply any material needed. For substantial projects, the maintenance incharge places the Request Forms before the relevant committee. On approval of the committee, an approximate budget is stated. Tender notifications are published for bulk procurement. The college strictly adheres to the financial rules set by the Govt.
4. The concerned party is notified after the issues arised have been mitigated.
5. Maintenance inspections and Up-keeping operations are carried out on a periodic basis.
6. Fire safety protocols are in place for emergencies and regularly inspected to ensure readiness.

ICT infrastructure:

1. The college has a full time IT technician on standby.
2. Annual Subscription Packages to Internet Service Providers and Annual Maintenance Contracts of various equipment are procured and periodically renewed by the college.
3. The college has a dedicated ICT caretaker employed under the 'Maintenance Office' with a full-time monastic Maintenance-in-charge for looking after the regular maintenance affairs.
4. Respective coordinators and caretakers of various academic facilities produce maintenance request forms to ICT caretaker of the college.
5. For regular maintenance, ICT caretaker upon consulting with IT Technician takes care of the issue. For critical maintenance work, the IT technician



attends to the issue in person.

6. Inventories of spare parts and materials are maintained to ensure uninterrupted operation.



[Swami Vidyamritananda]
Principal (Offg.)

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