



TM

# **BASUNDHARA TEACHERS' TRAINING COLLEGE**

## **(A UNIT OF NORTH BIHAR EDUCATIONAL TRUST)**

**RECOGNISED BY NCTE-ERC, BHUBANESHWAR**


**AFFILIATED B.R.A BIHAR UNIVERSITY, MUZAFFARPUR**

**DR. U.S. ROY KNOWLEDGE PARK, SILOUT (NEAR MARKAN CHOWK) N.H. 28,  
MUZAFFARPUR (BIHAR) PIN-843119**

Dated: 20/07/2018

### **MAINTENANCE AND UTILIZATION POLICY**

- ❖ The academic programme of the College is from July of a calendar year to June of the subsequent year. June month is declared as summer vacation for the students mainly to attend to the maintenance work in college building etc., which includes civil, electrical, plumbing, painting works etc.
- ❖ The Heads of the institution Principal and other in-charges for ward the Maintenance work to be done to the Secretary who in turn forwards it to the concerned personnel.
- ❖ The computer systems are maintained by a team of Instrumentation maintenance assistants. For branded items like HP products etc., authorized service engineers are out sourced for maintenance works as and when the necessity arises. The Lifts and Biometric attendance Machines are maintained under Annual Maintenance Contracts. Furniture and Fittings are maintained through carpenters who are engaged on a contract basis.
- ❖ Anti-virus/Anti Malware software are installed and updated at specific intervals. All systems are connected with UPS, providing uninterrupted power supply to avoid hardware and software problems.
- ❖ Faculty and Students Entry in library is permitted only with the ID card which is non- transferable.
- ❖ A stock register is maintained in every Labs and Laboratory Separately and updated periodically. Details of all the items purchased under various schemes are recorded in the stock register regularly.
- ❖ Sports and Games materials are purchased periodically according to the strength of the students.
- ❖ The Campus has a Botanical Garden in college ground. The campus also has small gardens. They are maintained periodically by the gardener.
- ❖ The campus beautification and maintenance team carry out a lockdown of the building at the end of every day and switch off any lights or equipment that has been left on.
- ❖ All the comfort rooms are well equipped and maintained twice a day by a team of campus beautification and maintenance team.

  
**Principal**  
**Basundhara Teachers**  
**Training College, Silout**  
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## **PROCEDURE FOR UTILIZATION OF SUPPORT FACILITY**

### **I. Utilization and Maintenance of Laboratories:**

1. Separate Laboratories are to be allotted for classes based on a timetable.
2. Standard Operational Procedures for handling various chemical, equipment's and instruments are to be strictly followed.
3. Dead Stock register is to be maintained and updated regularly.
4. Dead Stock verification and inspection has to be carried out by the Parallel head sat the end of the Academic Year.
5. Old and outdated equipment, chemicals and instruments should be discarded by following the standard procedure.
6. Any deviation/discrepancy in any of the above is to be brought to the notice of the principal immediately.

### **II. Utilization of Library:**

1. Every student must procure a Library Card within one week of taking admission.
2. This library card can be used for issuing two books every week.
3. Non return of Library book on time will attract the applicable fine.
4. Every student can access online journals and magazines through computer terminals available in the e-Library.
5. The student must scan Identity card and sign in the register upon arrival in the E-Library.
6. Students can access the books available on the college intranet server from any computer terminal in the college campus.

### **III. Utilization of Computer Laboratory:**

1. Computer laboratory will be allotted to different section and faculty members on syllabus and time table.
2. E-Library timetable is made to identify vacant time slots to ensure optimum utilization.

### **IV. Utilization of Class Rooms:**

1. Classrooms are allotted as per the student strength.
2. Campus beautification and maintenance team is given responsibility for the maintenance of every classroom.
3. The in-charge teacher informs the college Campus beautification and maintenance team about the requirement of repair /cleanliness.

  
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