

# Navjivan Science College

## Dahod

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### Criterion 4.4.2 Policies

Since its inception in 1973, Navjivan Science College is ably managed by the Dahod Anaj Mahajan Sarvajanic Education Society provides capital expenditure necessary to run all academic, administrative and other activities. There is a Building and Infrastructure Committee which coordinates the repair and maintenance needs from time to time. Maintenance of the college infrastructure is undertaken as follows:

**Routine Maintenance:** It includes the cleaning of the entire college campus and other infrastructure facilities. Routine maintenance like sweeping of the campus classrooms, staff rooms, office, computer lab, libraries, etc. is carried out by the institute appointed staff and temporary staff hired on contract basis. The work is supervised by the Office superintendent.

**Building Maintenance:** It involves painting and repair work of college building, plumbing work, etc.

**Electrical Maintenance:** The routine servicing, repairing and replacement of electrical accessories and installations in the campus is carried out by the permanent electrician (staff). To increase the safety of level in the institute the college campus, classes, laboratories, lobby and other area of the college was secured by CCTV cameras. Library Maintenance Library day to day activities are managed by the Librarian and library peon and overseen by the library committee. Library software is reviewed by the committee and upgraded regularly. Library follows the Government norms to identify worn out books, and stock verification of the books is also carried out on annually. Students are given library cards to borrow books and a register is maintained to assess the library.

#### **Laboratory Maintenance**

The Laboratory assistants(s) and Faculty incharge of respective laboratories are responsible for the upkeep of equipment. The equipment stock in the laboratory is maintained and audited.

#### **Computer Maintenance**

The Dahod Anaj Mahajan Sarvajanic Education Society is given a annual maintenance for all computers on yearly basis. Under the AMC, desktop systems are checked on monthly basis and the hardware upgradation for network equipment like antivirus, access points, switches are done on need basis.

#### **Gas Maintenance**

The laboratory gas connections are provided by bharat gas agency. A Gas mechanic is appointed for the gas maintenance and he monitors the supply and leakage of gas on regular basis.