



G H RAISONI COLLEGE OF COMMERCE, SCIENCE & TECHNOLOGY

(Recognized by Govt. of Maharashtra & Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University.)

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Standard Operating Procedure (SOP) for maintaining the physical, academic and support facilities

The institute maintains standard mechanism and procedures for maintaining the physical, academic and support facilities that are mentioned in the maintenance policy document of the institute. There is a college level committee working under the administrative officer that look after the various aspects of the utilization and maintenance of these physical, academic and support facilities.

The role and responsibilities of the committee are given below.

- General civil maintenance and upkeep of civil infrastructure is carried out by the institute level committee headed by administrative officer.
- Repair and Maintenance of laboratory equipment/instruments are initiated by the respective Laboratory In charge as and when required. The purchase committee handles the repair/maintenance/calibration request appropriately by placing order to the respective equipment experts/ company. The record of equipment and instruments in each laboratory is maintained in the stock book of that laboratory. Stock book/ Log Book of the equipment are maintained, which indicates the maintenance/repair/calibration of the respective equipment. The equipment and instruments are cleaned and calibrated on regular basis and they are serviced by the suppliers if required. Other facilities in the laboratory such as electrical fixtures, hardware and software testing, checking up networking system, cyber security services are regularly monitored and maintained by the respective laboratory in-charges and laboratory assistant and maintenance of the same is done with the help of the technical staff. As a precautionary measure laboratory in charge, along with laboratory assistant, ensures proper working of all equipment at the beginning of each semester.
- A budget is annually allocated for maintenance of the physical, academic support facilities of the institute.
- The classrooms, laboratories, seminar halls, and library facilities are utilized regularly by the students for the learning process and timetables/logbooks indicate the regular utilization of the respective facilities. All the books in the library have accession number and stamp of the college. Books in the library can be issued on producing I-card for the period of 7days.
- Students can utilize reading room facility in free lectures and in the library slot, given in the time table.
- Binding of the books is done for damaged books to prevent further damage. Library committee is formed to look after the efficient working and smooth functioning of the library. A suggestion box is kept just outside the library to improve the library services.
- The maintenance and housekeeping of the classrooms, laboratories, library, and the institute as a whole are taken care by non-teaching & housekeeping staff.

Radhika

PRINCIPAL

G H Raisoni College of Commerce

Science and Technology Nagpur

Other Courses



RAISONI
GROUP OF INSTITUTIONS

- The institute garden is maintained by the gardener appointed by the institute.
- The institute has adequate number of computers with internet connections and required software's distributed in different locations like office, laboratories, library, departments etc. There are separate computer laboratories for each department and a central computer Centre with proper networking for internet access.
- Reading room of the library is equipped with computers to access e-journals. All the computer related facilities including hardware, computer peripherals, UPS and generator are maintained by centralized server room personnel.
- The maintenance of water coolers, Air conditioners in the institute is carried through annual maintenance contract.
- Anti-virus software is purchased and is renewed annually for the smooth working of all the computers in the institute.
- Minor maintenance of furniture and metal fixtures is carried out by the workshop department and the minor electrical maintenance is looked after by the Electrical Maintenance coordinator and his team.
- The sports facility of the institute is handled by a physical instructor and these facilities are made available to all the students of the institute. An hour is allotted for sports in the regular time table. One sports in-charge and one sports assistant are appointed to take care of the sports room and the other facilities for sports. They also look after the maintenance of the same. Sports activities are also organized before and after college hours. A first aid box is made available for the students in case of emergency.
- The institute has large open grounds for cricket, football, volleyball, basketball and a gymnasium utilized by the students.
- Monthly checking of RO Water purifiers is done by the technician and they are repaired regularly as per the requirement. Repairing and maintenance of the facilities like elevator, CCTV, air conditioners, etc are carried out on regular basis. Housekeeping staff keeps the campus clean by sweeping and sanitizing classrooms, seminar hall, laboratories, faculty rooms, office, library, corridors and washroom, and remaining campus area regularly. Upkeep and maintenance of other facilities are done by different cells which work under the Administrative officer.
- Security of the institute is assigned to external agency.
- Fire fighting system is provided to counter situations like fire hazard and natural calamities.

Rashidh

PRINCIPAL
G H Raisoni College of Commerce,
Science and Technology Nagpur

