

WORKING AND MAINTENANCE POLICY DOCUMENT



St. Xavier's College, Burdwan

A Jesuit Institution

(Affiliated to the University of Burdwan)

WORKING POLICY AND PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Commitment to maintaining the infrastructure is a priority for the Management. It believes in providing good physical facilities and a pleasant environment necessary for the Intellectual, physical and mental wellbeing of students. It mandates and ensures optimum utilization of all infrastructural facilities. Periodic, preventive, and breakdown maintenance are carried out for effective maintenance and utilization of infrastructure. Thus, a well-structured system is in place to ensure proper maintenance of physical, academic and support facilities.

MAINTENANCE OF PHYSICAL FACILITIES:

St. Xavier's College, Burdwan takes effective measures to maintain and utilize physical, academic and support facilities in an optimal manner. All the departments and different functioning units of the college are provided with the required infrastructure facilities like classrooms, laboratories, and library access. In addition to this the college has adequate space in common rooms, sufficient number of separate washrooms for male and female students and teachers, and hygienic canteen facilities. The college has employed adequate number of support staff for housekeeping. The college auditorium, conference rooms, classrooms, washrooms and the entire campus are kept neat and clean and maintained daily. The laboratories are looked after and managed by lab technician. The lifts are maintained through annual maintenance contracts with competent companies.

Maintenance of building such as repair work and painting, new constructions, up gradation of existing infrastructure are carried out throughout the year to prevent disruption of regular classes. For the purpose of providing adequate security the college has installed CCTV cameras at strategic locations. Security is also monitored by appointing adequate number of security personnel. The college has allotted a specific area for the parking of vehicles of students and teachers. There are separate parking areas for two-wheelers and four-wheelers. Specially-able students are given with the facility of lifts, wheel-chair and stretchers.

The College electrician (one of the caretakers), is responsible for maintaining the lights, fans, wall clocks and the College bell. All plumbing issues and maintenance of facilities in the toilets are the responsibility of the support staff. The fire-fighting facilities are tested by holding regular fire drills.

AMCs for all computers (desktops and laptops) including library automation and servers water coolers, Aqua Guard, and Wi-Fi are in place. Renewal of all contracts is the responsibility of the Accounts Office and supervision over maintenance of these facilities is taken care of by the librarians, and the maintenance coordinator.

Maintenance of Other Physical Facilities

First-aid/Sick Room: Basic 'First-Aid' is available with the College Office. A stretcher and wheelchair are available for any emergency like when staff/ student fall sick or require medical attention while on Campus. A regular upkeep is done by the maintenance in charge. There are two well maintained sick rooms: one on the first floor in academic building for boys, second one is in Girls common Room.

Rain-water harvesting: Water collected from the terrace is collected in syntax tanks and utilised for garden watering and toilets.

Parking area: The parking area is located inside the main gates of the college and is used mainly for parking the college bus. There is a cycle/motor cycle shed for parking of two-wheelers. These areas are regularly maintained by the maintenance in charge and maintenance staff.

Lawns and garden: The College has lawns. The College lawns are maintained by support staffs, who work under the supervision of the maintenance coordinator and the Principal. All financial expenditure is remitted by the Accounts Office for the maintenance of the lawns and flower beds.

LED Screen: LED screens are installed in the administrative block and academic block of the college. All important notices, information regarding college affairs and events is displayed regularly and refreshed daily along with announcements and information about upcoming events. Notices on outside activities, seminars, workshops, inter – college events are also displayed.

MAINTENANCE OF ACADEMIC FACILITIES:

St. Xavier's College, Burdwan has 8 Undergraduate Departments offering UGC courses in addition to and a Post-Graduate English Department. Each Department has been allotted classrooms with adequate seating arrangement for students and teachers. Cleanliness and maintaining the desks and chairs is the responsibility of the Class IV staff who works under the supervision of the maintenance coordinator. An inventory of furniture is maintained by them. The Departments have been given desktop, projectors, Wi-Fi; an inventory is maintained by the college system administrator. Computers and the laptops are handed over to the system administrator at regular intervals for servicing and anti-virus updating. Devices are interconnected via LAN. The Departments can report any problems to college office pertaining to the physical facilities in the classrooms such as a non-functioning fan or light so that problems can be fixed at the earliest by the college electrician.

Laboratories:

The College has laboratories like Biotechnology, Microbiology, Biochemistry, Geography, Computer Science, Communication labs. Regular and proper maintenance of Lab equipment, chemical containers, etc are important to avoid laboratory contamination, hazards, damage and hence, requires proper maintenance and safety measures to take care of the people working in laboratories. Maintenance of laboratories is expensive operating costs and hence, it is imperative that following steps are:

- To keep the instruments in working condition, maintenance and servicing is done by Laboratory Attendants. They ensure that after the use of equipment during Lab Hours they inspect any damage to them.
- Stock taking/inventory of equipment is done at the end of every academic year.
- Head of the Departments also ensure that there is proper handling of the Lab equipment and is reported to the Maintenance Coordinator in case of any breakage or damage.

Library-

The Library of the college is situated on the ground floor of the Administrative Building. It includes the following Sections

- Stack area with Almirahs and stacks for books
- The Reading Room with a seating capacity of 50
- Career Guidance Section
- Reference Section
- Periodical Section
- Lending Room
- News paper Reading Zone
- The E-Resource Room with 5 computer systems and Wi-Fi-connectivity of 100 MBPS
- Book Bank
- Chamber of the Librarian

Library Membership -

Membership of the Library is available for the

- Students
- Administrators
- Academic Staff Members
- Administrative Staff Member

Students/ Administrators/Academic Staff Members and Administrative Staff Members of the college become members of the Library after taking bona fide admission/recruitment in the college. For their membership their names, Roll numbers (for the students only), Departments and contact details are fed into the KOHA –LMS to create an account. Their accounts details are sent via registered e-mail with User name and Password. Accounts can be activated and accessed online from the college website. Thereafter Library Cards are issued (to the students) with which reading and lending facilities may be accessed.

Library Functions -

Hours- Library Hours span from Monday to Saturday from 11 am to 5 pm; while the lending hours extends from 11.30 am to 4.30 pm.

Checking for Books-Students can access the bibliographic details of library from the campus and also off-campus using the Online Public Access Catalogue (OPAC) facility.

Library Automation-The cataloguing of the Library is fully automated and maintained through KOHA-LMS from 2019 onwards. The software provides all information on the Books, References, Journals, Periodicals. It has the complete list of categorized members – Administrators, Students, Academic Staff Members, and Administrative Staff Members and the books they have borrowed, books which are overdue and renew. Email based alerts are provided to the borrowers while borrowing (Check Out), returning (Check In) and renewal of the books. Besides, the hard copy of the Accession Register is also maintained for day issue of the books distinctly for the students and faculties.

Daily attendance register is maintained for the members visiting the library for various purposes.

Library Services:

The library offers the following Services:

Stack Section-Books for lending are shelved here according to their departments assigned through call numbers.

Reading Rooms- The library has well equipped and spacious Reading Room facility. The reference books, periodicals, newspapers function from reading room for reader's convenience. Some rare collections of the library are also displayed in the reading room.

Career Guidance Section- A corner for competitive examinations and career guidance has also been facilitated for the students. Book, journals, magazines, newspapers relating to different competitive examinations such as UGC CSIR NET/SET, UPSC, Career / Service Oriented programs and other documents related to the subjects are available for consultation in the library.

Reference Section-It provides Ready Reference Tools meant for consultation within the Reading Room only. The following categories of Reference Tools are available in this section: Dictionaries, Encyclopedias, Yearbooks, Guidebooks, etc.

Periodicals section: It procures and manages currently published journals, magazines bulletins, and newspapers. All these documents contain the latest information on current developments of a branch of knowledge.

Lending Section-It is a service point meant for borrowing books for home use. It keeps records of all registered students, their transactions, loan periods, borrowing privileges, renewal of books, payment of fines etc. This section provides automated issue/return using KOHA software.

News Reading Section-The Library provides Newspaper reading zone which procures two national, two financial and one career related weekly print newspapers.

Book Bank Facility-The Library provides Book Bank facility to the needy students. Students with financial constraints may apply for book bank facility. Their records are collected. Besides regular library facilities, they can issue at most two books from book-bank for a full semester. The textbooks are mainly emphasized for this section.

Current-Awareness Service- The library provides current-awareness service to the readers through new arrivals display and announcement posters.

Question Bank- The Library provides The University of Burdwan Semester questions to the students. After each Semester Examination, question papers are collected from the Departments to maintain the annual question bank.

N-List Membership- The Students and the Faculties are facilitated with the National Library and Information Services (N-LIST) membership through which they can access several categories of e-books.

E-Resource- The E-Resource Access Section is equipped with desktop computers having high speed internet connectivity. The users get the opportunity to access e-resources for academic purposes only.

The College department cell room in ground floor, Academic Building provides Reprographic services for different academic and related activities of the students and staff. A printer exists in the library lending section also. The lending library section has a paperback collection, newspapers and magazines reading facilities, the Issue & Return Counters as well as separate reading room for students.

For its regular maintenance:

- Everyday, a cleaner sweeps and mops the floor and dust off the main part of the Library. Appropriate chemicals/liquids are sprayed/sprinkled to protect books from bookworms, silverfish, white ant, termites and cockroaches and other damages.
- For maintenance and safety of library collection, unauthorised persons are not allowed in the closed access.
- Yearly book binding of books is done. Minor maintenance of books like pasting of pages etc. is done in the library itself.

SPORT FACILITIES AND EQUIPMENT:

There is an indoor sports room which houses indoor games like chess board, carom and table tennis. Equipments are regularly serviced by the support staff. The college has a Basket ball court, badminton court in the college premises regularly maintained by the college support staff.

The college also shares a playground for football and cricket, Javelin and Athletics with St. Xavier's School, Burdwan. For annual sports, the school ground is shared for hosting various events. It measures (120×77) m. The responsibility of maintaining such facilities are looked after regularly by the school authority.

CULTURAL INFRASTRUCTURE:

Cultural events of the college are hosted in Seminar Halls of Administrative Building, Open Stage in College ground and Auditorium shared with the school. Seminar Hall of the Academic Building is also used for academic or cultural events in which participants are lesser. The dais of the Seminar Hall in the Administrative Building measures (3×4) m with a room size of (25×7) m. The Seminar Hall was established in 2019. It has an audience capacity of 150 persons approximately. The dais of the Seminar Hall in the Academic Building measures (2×4) m with a room size of (9×12) m. It has an audience capacity of 120 persons approximately. Open stage started functioning from December 2021. It has a dimension of (8×12×1) m. The Loyola Multipurpose Centenary Hall has been inaugurated in July, 2022 in commemoration of 500 years of transformation of St. Ignatius of Loyola for academic conferences, cultural events and indoor sports events. The College possesses musical instruments like a drum set, and a synthesizer.

All musical equipment is inventoried. They are kept in Music Room, Administrative Building and serviced as and when required. The sound system in the Seminar Halls and Auditorium and in classrooms is serviced regularly by the College electrician.



RCI HCL

Principal
St. Xavier's College
St. Xavier's Road
Burdwan-713103