

MARSHAGHAI COLLEGE, MARSHAGHAI, DIST-KENDRAPARA

PROCEDURES AND POLICIES OF COLLEGE TO MAINTAIN ACADEMIC, PHYSICAL AND SUPPORT FACILITIES

The college has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. The Principal-cum-secretary takes care of all the assets of the college. He is the overall in-charge of all the facilities and co-ordinates the same through the different committees and Heads of Departments, Administrative staffs, laboratory attendants, Librarians and Library assistants. There are well trained security personals on duty round the clock in the campus who are entrusted with the task of maintaining the safety and security of all the infrastructure, roads and entry points, are under CCTV surveillance for safeguarding the assets. They monitor the entry and exit point of vehicles and regulate the parking inside the college. The Maintenance Committee is in-charge of maintaining of all electrical, electronic equipment and sanitary requirements. The classrooms/seminar halls are cleaned by the support staffs regularly. Any furniture repair needed is attended by the carpenter immediately. The proper and optimal use of electric lights/fans/projectors/ Desk/Bench/Table/ Almira/Air Conditioners are ensured. The routine activities of the library are managed by the librarian with the help of library assistance. The college has a vast playground which is utilized by the staffs and the students as well for the regular physical exercises and annual sports of the College. The play ground, gymnasium, sports infrastructure are under the custody and monitoring of a committee comprised of senior faculty members, PET and coaches of the physical education department. Prof in charge of maintaining the IT facilities also monitors the computer laboratories and Networking Resource Center (NRC). These are also available to staffs and students for their benefits. Every day all the classroom, laboratories , office, library complex and college roads are cleaned by the sweepers. After every five years the walls windows, doors , grills are painted to avoid rusting and degradation. It also creates a healthy atmosphere for a real educational environment. Toilets and washrooms are cleaned every day to provide healthy and hygienic atmosphere. In extracurricular activity two lecturers are assigned extra duties to supervise the cleaning action. There pair/ up-gradation and purchase of hardware and software are also taken care of by the management system and administrative team. The internet and LAN facilities are also fully functional and are properly maintained and monitored by the staffs in charge of the Computer Centre. In case of any requirement, the Computer centre Heads requests to the principal and the requirements are procured promptly by the purchase committee.1- Laboratory responsibility is given to Laboratory assistance and Attendant and supervised by respective HODs .2- Library responsibility is given to Librarian and Attendants and supervised by Prof I/C, Library 3- Sports responsibility is given to PET and supervised by Prof I/C, Sports 4-office responsibility is given to Head Clerk and supervised by Administrative Bursar.5- Teachers common Room responsibility is given to attendant, Teachers common room is supervised by Prof. I/C, Common Room 6-Boys and Girls common Room responsibility is given to attendant boys and girl common room are supervised by Prof. I/C, Common Room .


Principal

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