

Procedures And Policies For Maintaining And Utilizing Physical, Academic And Support Facilities

The maintenance and utilization of college infrastructure is under the supervision of the Principal of the college along with the members of Planning and Development Sub-Committee. The policies and procedures for maintaining and utilizing all the physical, academic and support facilities are decided by the Principal in consultation with the Conveners of concerned sub committees.

Civil Maintenance:

Women's College, situated at the heart of the city has a permanent boundary wall covering the entire campus ensuring its security. The Development Committee and the College Beautification Committee look after all the matters related to maintenance of buildings, sewage systems, washrooms, gardens and lawns in the college. The college has sanitary workers for cleaning the premises.

Maintenance of purified drinking water systems:

Purified drinking water systems have been installed in the administrative as well as academic buildings of the college and are cleaned and maintained by the respective suppliers as and when required.

Maintenance of Sanitary napkin vending machine:

Sanitary napkin vending machine has been installed in the college and maintenance is done by the respective supplier.

Maintenance of Laboratory Equipment:

The equipment and machineries in the departmental laboratories are maintained by the Head of the Department with co-cordial support from the other faculty members in charge of the laboratories along with helping hands of laboratory attendants.

Maintenance of IT Infrastructure:

The IT department is in charge of the maintenance of computers and internet connectivity, and procurement of hardware, software and related equipments. The college website is designed and maintained by IT department and hosted by NIC.

Electrical Maintenance:

The internal electric division of PWD maintains electrical facilities in the college as and when required.

Library Maintenance:

The library is headed by senior librarian. She is supported by Assistant Librarian alongwith a number of sorters, & supporting staff. In addition to the above, staffs and attendants help the students for searching and lending of the books in the library.

Maintenance of Sports Accessories:

The Physical Education department has a gymnasium (8-station). All equipments of the department are maintained by the department under Head/In charge along with physical instructor and attendant.

Security: The College has security guards on both of the two entrances, although one is generally used as entrance to the Girls' Hostel. During day and night security guards assure the safety of the campus along with that of hostel. Moreover, extra security is provided by Tripura Police whenever asked for.

Maintenance of Hostel: The Hostel Superintendent along with the members of Hostel sub-committee looks after the overall development of the college hostel and takes necessary steps to maintain the hygienic condition for the inmates. Guard, cook, helper are also available in the hostel for proper maintenance overall.

Utilization of physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms etc.:

The responsibility of proper use of college infrastructure lies with all stakeholders including faculty members, office staff and students. Good practices such as switching off lights and fans when not in use, keeping the campus clean, using dustbins and regularly emptying those, cleanliness drive in the college etc are encouraged among the students, teaching and non teaching staff of the college.

Log books are maintained for using library services, laptop for ICT classes and Computer lab. Stock registers are maintained for science equipment, books, computers and other IT equipment, sports equipment etc.