

MAINTAIN POLICY



Nikhil Banga Sikshan Mahavidyalaya



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08/10/2022

Principal
Nikhil Banga Sikshan Mahavidyalaya
Bishnupur, Bankura



Maintain Policy of the Institute

A. Maintenance of Laboratory

To maintain our various laboratories we have done the following activities-

Cleaning of Laboratory: Cleanliness is one of the easiest, most affordable and most obvious ways to keep the lab in great shape but surprisingly is often overlooked. The maintenance activities has been carried as follows:

- Carry out a daily wipe down of all equipment exteriors
- Carry out a weekly deep clean of all equipment.
- Carry out an inventory of equipment and decide which is most suitable for each item from basic preventative maintenance to more advanced accuracy verification. Repairs From time to time, lab items will wear out and stop working. But, rather than immediately disposing of faulty equipment, take the time to see if parts could be replaced or items can be repaired instead. Its likely that equipment can be updated and maintained rather than simply disposed of. Refurbishment For faulty equipment, repairing can be invaluable but if items still work, just not as smoothly as before, refurbishment could hold the key. If were looking to refurbish older items of equipment, then consider carrying out the following process:
 - ❖ Take the entire piece of equipment apart
 - ❖ Fully clean each component
 - ❖ Where necessary polish components

B. Maintenance of Library

To maintain our library we have done the following activities-

- Return library materials in the same condition as received. Handle them gently. Do not mark, highlight or underline in books. Do not cut out pages or pictures. Be sure to return all items (CDs, maps, patterns, etc) included with the book.
- Let Circulation know if an item needs to be repaired.
- Keep food and drink away from your items.
- If returning items through the book drop, drop them in gently, one at a time.



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C. Maintenance of Sports Complex

Regarding the maintenance of sports complex , HoD, physical education department guided and take necessary action for maintaining the sports complex.

D. Maintenance of Computer room

Centralized computer laboratory established by UGC fund and college own funds are used to maintain computer. Computer maintenance through as and when necessary is done regularly and non-repairable systems are disposed off.

E. Maintenance of Classroom

To maintain our classroom we have done the following activities-

- Promoting Good Methods of Classroom Discipline Helping students to govern their own behavior in ways that help them learn is alongstanding goal of all teachers.
- Know school guidelines for discipline procedures.
- Be fair, positive and consistent. Be the kind of person young people can like and trust” firm, fair, friendly, courteous, enthusiastic and confident. Keep your sense of humor.


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