



RAMESH PRASAD YADAV TEACHERS' TRAINING COLLEGE

At+P.O. : Koderma, District - Koderma (Jharkhand) 825410

Recognised by N.C.T.E. Bhubaneswar

Affiliated to Vinoba Bhave University, Hazaribagh

Website : www.rpyttc.com, e-mail : rpyttc2015@gmail.com

Ref. No

Maintenance Committee Policy

Date

To ensure the efficient functioning and upkeep of physical, academic, and support facilities, the Maintenance Committee of Ramesh Prasad Yadav Teachers Training College has established the following policy:

1. Objective:

The Maintenance Committee aims to maintain and utilize the college infrastructure, ensuring that all facilities such as laboratories, the library, sports complex, ICT resources, classrooms, and sanitation facilities are functional, safe, and conducive to a high standard of education.

2. Composition of the Maintenance Committee:

The Maintenance Committee will comprise the following members:

1. Dr. Laxmi Sarkar – Chairperson
2. Dr. Sanjiv Kumar –Coordinator
3. Mr. Balmiki Pandit – Co-Coordinator
4. Sapna Gupta – Member Trainee
5. Ravi Kumar –Member Trainee
6. Babli Kumari – Member alumni
7. Saraj Saw – Member alumni

3. Roles and Responsibilities:

3.1. Library Maintenance:

• Librarian's Duties:

- Ensure all new books are recorded in the library accession register.
- Conduct annual stock verification and submit reports to the Principal.
- Damaged or lost books are replaced or removed as per the Vinoba Bhave University procedures.

• Support Staff Duties:

- Assist in cleaning, organizing, and maintaining library resources.

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3.2. Laboratory Maintenance:

- Laboratories will be maintained under the supervision of designated in-charges.
- The stock register for equipment and chemicals will be updated regularly.
- Old equipment and expired chemicals will be disposed of following district administration and Vinoba Bhave University guidelines.
- Safety audits of the laboratories will be conducted periodically.

3.3. Sports Facility Maintenance:

- Maintenance of sports fields and marking of tracks will be overseen by the Physical Education Teacher.
- Stock registers for sports equipment will be maintained and updated regularly.
- Damaged equipment will be repaired or replaced promptly.

3.4. ICT Resource Centre Maintenance:

- Regular upkeep of computers, projectors, and Wi-Fi infrastructure will be carried out by the System Administrator.
- Necessary software and hardware updates will be ensured to facilitate smooth operation.
- Logs of maintenance activities and system updates will be maintained.

3.5. Cleanliness and Sanitation Maintenance:

- The Cleanliness In-charge will oversee the regular cleaning of classrooms, washrooms, and common areas.
- A daily cleaning schedule will be implemented and monitored.
- Hygiene inspections will be conducted periodically to ensure cleanliness standards.

3.6. General Infrastructure Maintenance:

- Classrooms, furniture, and electrical fittings will be inspected periodically for repairs and replacements.
- An annual budget will be allocated for maintenance purposes.

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4. Procedure for Maintenance:

1. **Reporting Issues:** Any faculty member, staff, or student noticing a maintenance issue will report it to the Maintenance Committee through a designated reporting mechanism (e.g., register or online form).
2. **Inspection:** The committee will inspect the issue and evaluate the required action.
3. **Approval & Execution:** Necessary approvals will be obtained from the Principal, and the maintenance work will be carried out.
4. **Review:** Post-maintenance, the work will be reviewed to ensure quality and effectiveness.

5. Documentation and Reporting:

- Each department will maintain a logbook of maintenance activities.
- Monthly meetings of the Maintenance Committee will be conducted to review and plan maintenance tasks.
- A comprehensive report will be submitted annually to the Principal, highlighting major maintenance activities and future requirements.

6. Budget Allocation:

An annual budget will be prepared to address regular maintenance and unforeseen repairs. This budget will be approved by the college management.

7. Compliance with Regulatory Standards:

All maintenance activities will adhere to the guidelines set by the Vinoba Bhave University, Hazaribagh, ERC NCTE and district administration regulations.

8. Monitoring and Feedback:

- Regular audits of infrastructure and facilities will be conducted.
- Feedback from faculty, students, and staff will be collected and reviewed to ensure continuous improvement.

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