



# MODERN COLLEGE OF PROFESSIONAL STUDIES

(Approved by NCTE, Affiliated to C.C.S. University, Meerut)

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## Maintenance and Infrastructure Quality Assurance

Modern College of Professional Studies have well trained full time staff to look after the regular maintenance of infrastructure, various equipment of lab, networking and computers etc. for optimum utilization of the available resources and for smooth college functioning.

### OBJECTIVES:

- To accomplish timely resource and service upgrading, repair and replacement.
- To reduce probabilities of accidents at workplace for ensuring safety.
- To enhance the use of facilities and services for the benefit of stakeholders.
- To set standardized maintenance and utilization procedures for resources.
- To coherent, uninterrupted, and smooth operation of physical, academic, and support service facilities.

### POLICIES:

- The maintenance work is carried out by the trained inhouse experts and is also outsourced through appropriate agencies for maintenance and security.
- For overall planning and development. College Development Committee is also formed which provides the effective suggestion whenever required
- The requirements are fulfilled depending on the availability of funds under the guidance of Principal
- Every year provisions for budget are made available for new as well as old facilities- repair and maintenance. Budget includes departments, Labs, library and related expenditures.
- The college development committee of the college takes a periodical review of repairs and maintenance requirements of their respective departments.
- The college has fire safety measures at each floor & CCTV surveillance for providing secured atmosphere in the campus.
- For maintain greenery, institute has one gardener. At every floor for cleanliness sweepers & Peons are allotted separately.

### PROCEDURES:

- Before the commencement of the new academic session, Head of the departments submit their requirement of classroom, laboratories and other facilities as needed.
- The cleaning and the maintenance of the classrooms and laboratories are done by the house keeping staff as per cleaning schedule which is monitored by Supervisor.
- The rules and regulations are prepared Library & Laboratory prepared and displayed on the notice boards for the students.
- The college website is maintained & updated at a regular interval basis.
- Maintenance of electrical equipments & Networking services are regularly done through service agencies visit on call basis.
- Rain water harvesting system is built up in the college for conserving the rain water.
- The college has adequate number of computers with power backup facility.
- All laboratory hazardous equipment and electronic instruments are checked and verified at the end of academic semester by staff and lab attendants.
- The College has four full time caretaker for safety & security purpose.

Dr. Nisha Singh  
Principal

