

4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a minimum of 500 word and maximum of 1000 words.

- The administrative office of MSSW oversees **maintenance** of buildings, classrooms and laboratories. Headed by administrative officer, and supported by supervisor, **periodic monitoring of work** is ensured. The supervisor maintains duty files containing details about their individual floor-wise responsibilities. **Periodic checks** are undertaken to ensure the efficiency / working condition of the infrastructure.
- **Housekeeping staff** are employed to maintain hygiene, cleanliness, and infrastructure on the campus to provide a comfortable learning environment for the students. Classrooms, Staffrooms, Seminar halls and Laboratories are maintained regularly by the housekeeping staff assigned for each floor. Washrooms and rest rooms are cleaned three times a day to maintain **hygiene** for all shifts. Dustbins are placed on every floor.
- **Facilities for women** include sanitary pad dispensers are placed in select washrooms. Sanitary napkin incinerator is fixed in the hostel premises to ensure environment friendly disposal.
- Special provisions, including ramp and lift facility, have been maintained for **differently abled people** on campus.
- College has **two canteens** apart from the hostel mess, which provides **hot, hygienic meals**.
- **Clean drinking water** is made available using two RO machines (500 litres) on the campus. These are maintained through **Annual Maintenance Contract**. RO drinking water taps are provided in many places for easy access.
- **Sustainable energy** practices on campus
 - MSSW practices water management through recycle and reuse of wasted RO drinking water. **Rainwater harvesting** is practiced.
 - 20 KVA **Solar power panels** are installed in the Main Building of the campus which will generate around 80 units of power every day. Excess power generated through these panels is send to the electricity board grid.
- **Disaster management practices** on the campus
 - Fire extinguishers are fixed on each floor of all the building and other significant places like library, computer centre, etc.
 - Training by specialized persons is arranged by the college on handling of the fire extinguishers during the emergency
- The **green cover** of the campus is well maintained
- Maintenance of generator, air conditioners, CCTV cameras and water purifiers are undertaken on a regular basis. MSSW has its **in-house electrician and plumbers** who assist smooth functioning throughout. Monitoring of electrical equipment such as Generator, UPS, and Batteries are done monthly and condition of the equipment is entered in the logbook.
- Lab assistants are appointed to maintain **Laboratory infrastructure** and take guidance from the respective department where **psychological experiments** are conducted. The Computer Lab administrator undertakes the maintenance and

procurement of computers in the college and is responsible for the replacement and refurbishments of parts and accessories.

- **Parking facility** is well organized. It is efficiently maintained by annually renewed contract employees.
- **MSSW sports facility** is well maintained under the supervision of the Sports coordinator appointed by the management for effective functioning of Sports related activities in the college. The college encourages both indoor and outdoor sports activities for students. There is an exclusive indoor sports room available in the campus which includes carrom, chess, table-tennis, etc.
- The campus maintenance is monitored through **surveillance cameras**.
- Periodic reporting on requirements of **repairs and maintenance** are submitted by the HODs to the Administrative office. The administrative officer and his team are involved in the **maintenance of infrastructure facilities** and regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and housekeeping. The requirements are collectively processed in every semester break so as to keep things ready for the new semester. Proper inspection is done, and verification of stock takes place at the end of every year.
- The **college library** functions under the guidance of the Librarian.
 - Proper organization of academic and research material in prescribed patterns to assist in reference and reading
 - **Air-conditioned** reference section
 - Equipped with NVDA (Non-Visual Desktop Access) **software for the visually challenged people** to access the documents
 - Well-maintained **ICT facility in the library** along with the guidance of the library staff, students access the e-content of various disciplines. LCD projector and Photocopier in the library add the value to the services of the library.
 - **Orientation programmes** for new students, research scholars and faculty members every year for optimum utilization of library collection and services.
 - For instance, 'Information Literacy for Academics & Research' is offered to the students and research scholars for effective utilization of e-resources, conduct proper literature review, citation & referencing and also avoiding plagiarism and copyright violations while writing the research paper.
 - **Library committee** with representation from department-wise faculty and students meet once in a year to review the collection, services and facilities of the library.