



SSR MEMORIAL TRUST'S
SSR COLLEGE OF ARTS, COMMERCE AND SCIENCE
(Affiliated to Savitribai Phule Pune University, NAAC Accredited with B+ Grade)
Sayli-Silvassa Road, Silvassa – 396 230 (UT of Dadra and Nagar Haveli)



Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college:

Building infrastructure

- There is a Maintenance committee to look after the maintenance, repair and constructional work related to the building. Construction, repair and maintenance of the building and physical infrastructure like water, power supply and gas is looked after by this committee. All work is done through tender system as per standard norms.
- During all maintenance and up gradation work related to civil and electrical a supervisor is assigned by the college authority to verify the work done by the contractors.
- Separate committee for the discipline, decorum and development and maintenance of campus.
- Maintenance of toilets and service areas are done by the cleaning staff.

Computer & IT infrastructure

- Maintains Dead Stock Register regularly to keep account of the equipment and infrastructure, like computers, printers, etc.
- Maintenance and up gradation is looked after by computer maintenance team(Lab Assistants) from time to time.
- For the regular maintenance of computers installed in Office, Library, B.C.A. Lab., Computer, science labs, library and department the help of outside agency is taken whenever necessary.
- Annual Maintenance Contracts (AMC) for Vridhhi software used in different departments is renewed regularly to ensure their good service.
- CCTV cameras are installed inside the building and outside the building for the vigilant supervision and safety purpose.

Laboratory Equipment's/ Machineries

- Gas connection pipe line is checked regularly for any leakage by staff (teaching & non-teaching) or by any able technician (outsourc).
- Maintains stock register and Dead Stock Register by laboratory for keeping a list of chemicals, glassware and any other instruments used in the laboratory.
- The laboratory equipment is maintained at the departmental level by the staff or through hired technicians.



Furniture's/ related items

- There is staff to look after the maintenance and repair work of furniture and fixtures and other physical infrastructure.
- To upkeep of classroom duties are allotted to non-teaching staff (i.e. Peons) keeping and maintenance of the furniture college is done by the college carpenter team.

Fire Safety Unit:

- Each floor and the surrounding premises of the college is installed with adequate fire safety devices, especially in the Laboratories which is high risk area.

Hostels

- College has one Boys' Hostel and one Girls' hostel. To upkeep all facilities and cleanliness of environment in girl's hostel and boys hostel, through Hostel Monitoring Committee.

Bio-metric Machine

- We have the facilities of Bio-metric Machine to maintain the arrival and departure of faculty members and remained staff.

Library

- Library staff and Library committee of the college are engaged in the maintenance of the reading room and stock verification of library books.

Vending Machine for sanitary napkin

- The help of civil hospital is taken for the regular maintenance of the 'Vending Machine' provided for the female students and staff.

Free bus service

- Free bus service for the students and staff within Silvassa. Buses maintained properly.

Canteen

- For good and nutritious food college has canteen facility and recreation area which is neat and clean.



Ajmer Sij

Principal
S.S.R. College of
Arts, Commerce & Science
Silvassa (D&NH)