

INTERNAL QUALITY ASSURANCE CELL

Maintenance Policy

**RAJASTHAN SHIKSHAK
PRASHIKSHAN VIDHYAPEETH**

SHAHPURA BAGH, AMER ROAD,

JAIPUR-302002

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1. Maintenance Policy for Resources

1.1 Sports

- Maintenance is a set of process and practices which aim to ensure the continuous and efficient operation of machineries and equipment.
- For this purpose, Rajasthan Shikshak Prashikshan Vidhyapeeth has a regular basis maintenance system in which buying and maintenance of existing facilities is done in every session.
- Every year, principal audit stock registers properly and discuss with Physical Instructor for repairing, replacement and discussion for any new sports material.
- Sports material is issued to every team of college after proper entry in issue register and students need to submit it timely.

1.2. Library:-

- Library is maintained by keeping and displaying everything including books, Journals, Newspapers, Furniture etc.
- For that, librarian and five helping staff is always ready for keeping books clean and covered.
- Librarian leaves books upright and firmly supported on shelf when shelving or retrieving.
- For maintenance of books, librarian use red string to tie up books with the following types of damage: - broken joints, loose boards, broken sewing, detached.
- Students are instructed regularly to not to write anything on books or journals.
- Books issue and return system is there. Every student can issue two books at a time and they have to submit those books within 7 working days.

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- If student has not submitted their issued books on time, then library will impose 5/- rupees fine per day.
- If any book is damaged by the student then he/she have to get it repaired and submit the same in the college library.

1.3. Labs:-

- Vidhyapeeth is running the following labs and workshops :-
 - (1) Technology Lab
 - (2) Psychology Lab
 - (3) Language Lab
 - (4) Geography Lab
 - (5) Computer Lab
 - (6) Science Lab
- All labs are implemented in the Vidhyapeeth and are well installed well.
- Along with daily cleanliness, all the equipment are carefully maintained.
- All students are instructed regularly to use lab equipment with the premium of lab incharge.
- Stock registers of all labs are audited every year by the Principal and identification of damaged instrument & requirement for new instrument is done.
- If any instrument is damaged then the instrument is sent to the vendor of the Concern Company. We use to enter the damaged instrument in stock register and when it is returned then re-entry in stock register is done after verifying the working of that instrument.
- If we found that we can't repair any instrument then that instrument is submitted to the solid waste department.

1.4. Computer Labs:-

- Computer lab is equipped with 45 computers and is well furnished.

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- Keeping computer in well condition lengthens the life of computer both internally and externally.
- Computer lab-incharge maintains all cable through a panel of cable clips.
- To avoid over charging all cables are unplugged after proper cleaning and dusting on daily basis.
- Lab incharge removes unnecessary download programs and files from the system and use of antivirus is done on regular basis.
- For safety of computers from others, password is used by the computer operator. Back up of all data is available.
- Helpers are available to clean or remove dust from vents and fans. In every session, college buys important material related to computer Lab.
- All computers are well functional.

1.5. Class Rooms:-

- Class rooms are place where students and teachers use to interacting directly.
- So students are instructed regularly by teachers that they have to maintain their classes very well.
- Cleaning is done by the helpers on daily basis and dustbins are available for throwing any waste.
- Blackboards are painted in every session. Well maintained furniture is available for student students to sit properly.
- We have four smart classrooms to develop ICT capabilities among the students.
- When students use to give presentations, their performance teachers guide them to use equipment properly but if any equipment is found in a damage condition then the incharge calls the concerned contractor to repair those items.

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