Policy for Maintenance of Infrastructure

- **Policy for Maintaining Physical, Academic & Support Facilities**

1. Regular monitoring & checking of all physical, academic & support facilities done through persons duly authorized.

2. Do's & Don't defined for maintenance of infrastructure.

3. Smart Classrooms maintained & updated regularly by Next Education India Pvt. Ltd.

4. AMC of computers & laptops done on regular basis.

5. Improvement in Teaching-Learning by enabling environment for research & innovation.

- **Special support for differently-abled students**

1. Creation/renovation of present infrastructure & relocation of spaces for creating congenial teaching-learning facilities.

- **Procedure for Weeding Out Library Books**

Reading material like books, reference books, journals and periodicals get worn out or become obsolete due to revisions in the curriculum. For weeding out the reading material following procedure is followed:

1. Books for weeding out are identified by the subject teachers. The list is placed before the Principal for approval.

2. Useful books/reading material is disposed off by offering them to students free of cost.

- **Procedure for disposal of E-Waste & other Equipment's**

1. A list of potential material for disposing off is placed before the Principal for approval.

2. Condemned/faulty batteries & damaged computers are disposed through outside agencies & sold as scrap.

3. Low configured computers are shifted to sister's institutions.

PRINCIPAL

Principal,
SSSS College of Commerce for Women,
Amritsar