4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms

The institution has well defined policies and procedures for maintenance and utilization of physical, academic and support facilities. The institution plans in advance the infrastructure and academic facilities which includes new courses, library books, etc according to the requirements of the courses it offers and availability of resources by considering the suggestions given by the governing body, head of the department, purchase committees and cells. The time table committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipment. The infrastructure and planning committee receives the infrastructure requirements from academic council members, cells and committees at the end of the academic year. After thorough analysis, the requirements are proposed to the purchase committee for budget approval.

1. Administrative staff of the college keep the physical facilities operative and in good condition.

2. Complaints on any maintenance can be lodged in a written form with the each department.

3. The students can drop their written suggestions in the suggestion boxes available in the campus.

4. The Hall Committee confirms the availability of common facilities like halls, smart class room, etc. for various college events and activities.

5. Laboratories attached to the various departments are maintained by lab technicians under the guidance of respective department heads.

6. The College has evolved its own mechanism for maintenance and minor repairs of its infrastructure and equipment through MCVC department.

Appointment of regular staff for maintenance of physical facilities

1. System administrators working under the supervision of HoDs maintain all computer labs, softwares and servicing & procurement of systems on regular basis.

2. Software trouble shooting personnel in Examination branch.

3. Qualified Technicians for trouble shooting in computer labs.

4. Lab Assistants, Lab Attenders and support staff to maintain labs and physical facilities.

5. One gardener and auxiliary staff to keep the campus clean and green.

6. Three security personnel are appointed on 24*7 basis in addition to the CCTV surveillance in safe guarding the campus, the various facilities, infrastructure and equipment.

7. Qualified Electrician attends to the related complaints arising in the campus.

8. Physical Education teacher (CHB) maintains the sports equipment and gymnasium with the help of support staff.

9. Support staff are trained to ensure the fire safety measures.

OUTSOURCING AND MAINTENANCE CONTRACT:

1. The college has software solutions to maintain College Website

2. Fire safety maintained and controlled by technician Gajanan Enterprises, Nagpur

3. Pure and safe drinking water – plant maintained by Abhi- Ansh Sale and Service , Nagpur.

4. SOLAR Power maintained by Greenlife Solution Pvt. Ltd, Nagpur.

5. Air conditions maintained by Technician Mohmad Irfan, Nagpur

6. Bio-metric machines, CCTV & SURVEILENCE SECURITY 24/7 maintained Rakshak, Nagpur.

7. 24 x7 Security of College maintained by Om Sai, Services, Nagpur

The students seek admission to desired courses including a laboratory curriculum they are charged for the laboratory expenses at the time of the admission as suggested by the statutory body in addition to that a non-salary grants are allocated for the maintenance of the laboratories and the classrooms which a part of teaching and learning processes. The classrooms boards and furniture facilities are utilized regularly by the students but sometime it is also made available for the other governmental and the non-governmental organizations for conducting the competitive exams like SSC, MPSC, UPSC, NET-SET, Railway etc. if not in use for the said period. The maintenance the laboratories are done with the efforts of the non-teaching staff and in major cases the college goes for the maintenance contract to local experts. The college garden is maintained by the gardener appointed by the institute.

Library- The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Every year in the beginning of session, students are motivated to register themselves in library. Suggestion box is installed inside the reading room to take users feedback To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained.

The college has adequate number of the computers with internet connections and the utility software's distributed in different locales like office, laboratories, library, departments etc. The office computers which are also connected through the LAN is consisting of the office software making work easier and systematic are restricted their use only to the appointed office staff. The library is also provided LAN facility for the computers and they are loaded with the library software. The departments and the staff can make use of the computer system with internet at their seating places in addition that majority of the staff has their own laptops and the internet providing instruments, all those computer facilities are maintained by Technical staff appointed by College.