

M.S.J. COLLEGE, BHARATPUR

PROCEDURES AND POLICIES

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES- LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.

The College takes direct initiative in the maintenance and upkeep of infrastructure and support facilities through the various committees constituted at the beginning of the academic session for effective planning and implementation. The college building and maintenance committee not only monitors the quality of maintenance of existing infrastructure, equipment but also proposes requirements. The State Government, CCE, and RUSA allocate a specific amount to Govt. Colleges for maintenance. The proposals for other requirements related to maintenance are submitted to the College Development Committee and UGC .

Laboratory: The In-charge of each department and respective in- charges of labs monitor the maintenance of the same. Supporting Staff and Lab Assistants help and support the faculty and students during practical lab sessions. Lab equipments are also strictly inspected by lab assistants before the commencement of practical classes and examinations. Logbooks and users register are maintained and the Instruments are used in the presence of teachers. Funds procured from State/Central Governments, UGC, Lab fee and RUSA are utilized for lab maintenance. Electrically sensitive equipments are provided with necessary back up to ensure steady functioning In case of disruption in power supply, the diesel generator having a capacity of 125 KVA functions as the substitute source.

Library: Library facilities are open to students from 9 am to 5 pm. Maintenance and utilization of library resources are done strictly following the library rules. The library is situated in a separate independent building which includes one big reading hall, one room with computer facility. The librarian not only monitors but also maintains the library infrastructure, funds, and utilization of funds. A library committee , which is comprised of representative faculties from different departments gives the demand for purchase.

Sports: A Sports Officer is on the faculty roll that looks after all the activities related to games and sports. The sport activities of the college are meritorious. Students are participating and performing well at State, National and International level. Sports material is issued to students as per their requirements. For intercollegiate and other competitions, sports material is issued to the students for the period of the competition . Gymnasium is used by the students as per the given slot.

Computers: The computers in departments are maintained and looked after by respective departments. The ICT lab is maintained and monitored by the ICT committee. External agencies are called in case of any repair beyond the scope of the system administrator or In-charge.

Class Rooms: The classrooms are well maintained and looked after by supporting staff monitored by the office. Most of the departments maintain departmental libraries with proper stock and issue register. Central time table is designed in such a way that there is maximum utilization of infrastructure and class rooms. Regular monitoring of electrical fixtures is done and the faults are attended immediately. Most of the classrooms have fixed furniture and whenever found necessary, furniture is repaired as per the requirement

Commercial RO Plant: A Commercial RO Plant with water cooler has been installed for pure drinking water.

Fire Extinguishers: Fire Extinguishers are available at the Institute.

Generators: For uninterrupted power back up, two generators are available.

Seminar Hall: Well-furnished Seminar Hall is there for various gatherings which is well equipped with modern audio-visual aids.

Principal

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भरतपुर (राज०)

Coordinator IQAC