

Procedures and Policies for maintaining and utilizing physical, academic and support facilities

The administration makes it sure that the financial resources are made available for maintenance and upkeep of different facilities provided in the collage.

LIBRARY:

The list of required books is taken from the concerned departments. A meeting with HODs is convened in this regard. The finalized list of required books is duly approved and signed by the Principal. The following steps are followed by for maintenance and upkeep of library.

1. Suggestion box is installed in library to take users' feedback. Continuous feedback helps in introducing new ideas for enrichment of library
2. To ensure return of books, the students have to obtain no dues from the library before appearing in final exams.
3. A proper account of visitors is maintained on daily basis.
4. The students are motivated to use e-resources in the library.
5. Library committee helps to resolve the issue such as weeding out of titles, schedule of issue/ return of book etc.

LABORATORIES:

The record of maintenance account is maintained by lab assistant and is supervised by the HOD's of concerned department. The sweepers of the collage regularly clean the laboratories. All the lab equipment is cleaned and maintained by the laboratory assistant on a regular basis. At the end of session, the physical verification of all the laboratory equipment is done and the serviceable items are repaired whereas unserviceable item are disposed/written off by following proper procedure.

SPORTS:

The collage has many sports facilities such as volleyball court, badminton court, basketball ground, two cricket pitches with nets for practice, gym and judo mats. A gym trainer and a sports peon has been engaged for upkeep of these sports facilities. They are paid from P.T.A fund and self-finance fund.

CLASS ROOMS:

The college has a building committee for maintenance and up keep of the infra structure. The college development committee regularly checks the infrastructure provided in the classrooms and submit the requirements to the Principal. College development fund is utilized for maintenance and minor repairs of furniture, blackboards and other electrical equipment. One fulltime and one part time sweeper have been engaged to maintain cleanliness of the classrooms. A complaint register is maintained in the office in which students as well as faculty can register their problems which are resolved within a set time frame. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in the classrooms.

COMPUTERS:

Available funds such as computer fund is utilized for maintenance of the computer systems. A lab assistant has been engaged for upkeep and maintenance of the computers and all other accessories. The unrepairable systems are disposed off.

CCTV:

The college has cctv surveillance system. Its maintenance is done through AMC.

Apart from this, technicians, masons, plumbers, carpenters and gardeners are engaged from time to time from outside to ensure the maintenance of toilets, drinking water facilities, gardens, the campus and the canteen. The water tanks are cleaned on regular base with proper record. The fire extinguishers installed in the college are regularly refilled. The college has its own guest room with is regularly cleaned and maintained. A woman part time sweeper has been engaged to clean and upkeep the girls' toilet and the girls' common room and the first aid room.



Principal
MPG Degree College
Amb Distt. Una (H.P.)
Maharana Pratap Govt. Degree College, Amb