



## IQAC Cell

### POLICY FOR MAINTENANCE AND UTILIZATION OF SUPPORT FACILITIES

#### POLICY FOR PHYSICAL FACILITIES

- Physical facilities such as Building of the college and Laboratories shall be maintained from the renovation grant received from different agencies, namely Govt. of M.P., RUSA, World Bank and UGC.
- As the maintenance of building comes under the purview of PWD, PWD should be informed about the status of the building annually and should be requested for the painting of building periodically.
- In case of need, maintenance of Physical Infrastructure of the college can be executed through Janabhadari fund.
- Apart from the cleaning staff appointed by the Govt. Looking at the spread area of the college, College can outsource cleaning personnel.
- The college shall manage its solid waste generated within the campus in collaboration with the Municipal Corporation.
- The drinking water points and ROs of the College should be maintained regularly by the service provider for the better and timely servicing of the machines.



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## POLICY FOR MAINTENANCE OF ACADEMIC SUPPORT FACILITIES

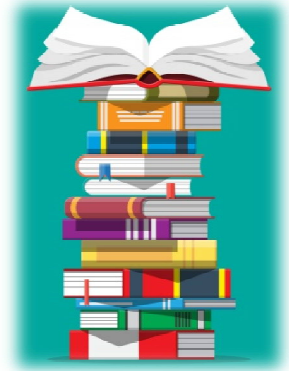


- ***Academic support facilities will include Library, Laboratories, Equipment, Classrooms, ICT infrastructure, LMS, and Human Resource in the form of Guest Experts***
  - A designated fraction of the grant should be utilized for maintenance and up gradation of the academic support facilities
  - College should enter into service contract for servicing of equipments
  - Software of the equipments should be updated periodically
  - Hardware peripherals of the equipments should be periodically checked and replaced if required
  - ICT infrastructure includes computers, Hardware, software and Cloud space. College would be liable for periodic maintenance of of ICT Infrastructure.
  - IT Committee of the college will be responsible to provide updated ICT infrastructure to all the departments across the college. IT Committee will work in close Coordination with IQAC.
  - All the departments would invite guest experts for academic activities and will provide for honorarium/ remuneration as per norms defined by DHE / UGC
  - College will be liable for optimum utilization of Physical Infrastructure as well as academic infrastructure and Human Resource available in the college.
  - College Classrooms could be used as activity rooms after the class schedule. Classrooms can be utilized for exhibitions, presentations and as preparatory rooms after the classes are over by reorganizing the movable furniture available in the classrooms
  - The main hall can also be reorganized to be used as multipurpose activity room as and if required. Full care will be taken to protect the furniture. Coordinator of the activity will be responsible for that. In case of Damage to the property during the activity liability should be fixed on the activity coordinator.
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## POLICY FOR MAINTENANCE OF LIBRARY FACILITIES

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- Library facilities include central library , e library of the college as well as departmental libraries.
- College Librarian will be responsible for all the services related to Central library and e library, whereas departmental libraries will be maintained by the corresponding departmental heads. Departmental Heads will be free to appoint some senior staff member from the department itself as the In charge of departmental Library
- There will be a Library committee in the college, the library committee will organize regular meetings and will finalize the list of books to be purchased on the request of HODs. Library committee will finalize the number of books to be weeded and will finalize the process related to the maintenance of books like termite treatment, fumigation of Library etc.
- Weeding of books and treatment of books should be carried out periodically in Library and in Departmental libraries to avoid spoilage of books from termites or other pesticides.
- Entry and exit of the students and staff in the library should be monitored and the library rules are to be followed.



## POLICY FOR MAINTENANCE OF SPORTS FACILITIES



- ***Sports facilities will include Sports Grounds in the College, In door games Stadium and Gymnasium facilities in the college***
- Sports Officer of the College will be responsible for managing the sports facilities in the college. Sports officer will chalk out sports activities in the college not for the sake of competitions only but for the general physical fitness of students and staff. This will include organizing yoga activities with the help of Yoga foundations, self defense training for female students especially.
- Sports grounds and Gymnasium will be available for students and staff of the college as per time table. There will be separate hours for students and staff, so that both the stakeholders may make use of the facility for the fullest.
- Sports grounds and Gymnasium can be made available to the nearby schools and non-government organizations too for fixed hours in the morning and evening, if these organizations seek permission for the usage on their official letterheads. The permission process will be initiated by the Sports officer and the permission will be granted by the Principal of the college only in the capacity of Secretary Janabhagidari.

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## INSTITUTIONAL STRATEGY FOR MOBILISATION OF FUNDS

Funds will be utilized specifically for the scheme for which it has been sanctioned.  
M.P. Store Purchase rules as well as Financial Rules of M.P. 2015 should be taken care of always.  
Institution should try to get donations from Alumni and Philanthropists if possible.