

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words)

Maharana Pratap P.G college tries its best to allocate and utilize the available financial grants for maintenance and upkeep of different facilities by organizing regular meetings of different committees constituted for this purpose. Laboratory is being headed by Dr R N Singh , followed by five student members. The committee follows the following strategy (i) Instruments purchased at different times are recorded in a specified book, maintained by the Heads of the departments. (ii) To purchase new instruments the department heads make requisition to laboratory In charge, after that tenders are invited from different vendors and final purchase is made after approval from Management and the Principal of College (iii) Repairing of the instruments are done by self or technician if and when required. (iv) Instruction manuals, prepared by faculties for performing the practical experiments, are provided to the students. (v) Instruments are cleaned regularly. Library committee is headed by Dr Ramakant Dubey followed Mr Pratik das and six students : (i) Accounts of visitors (Students, Teachers and Staff) are recorded on daily basis. (ii) Suggestion book is kept inside the reading room for taking feedback. (iii) To ensure easy return, no dues certificate is issued to the students before filling the form for final exam. (iv) Library committee meetings are held at regular intervals to implement new rules and regulations. (v) Journal/Magazine, Daily Newspapers, Employment oriented Newspapers are subscribed on a regular basis. (vi) Students are given awareness about digital database like NLIST (UGCINFONET and INFLIBNET) and NDL (National Digital Library, IIT Kharagpur).(vii) Binding of old books are done from time to time. (viii) Before a long vacation, pest control chemicals are applied in the library along with other Departments and laboratories.(ix) If any student and faculty finds any books in market which he finds useful for him, he can purchase that book immediately , submit the book in library, get it issued and full refund will be provided to him by college. Sports committee is headed by Dr Pragyesh kumar Mishra/Dr Abhishek singh and five students. : (i) Sports equipment's are purchased when required. Players are provided with different essential playing kits as the need arises. (ii)The college has a big play ground and a well maintained Gym. Computers: Departmental computers are well upgraded and protected by antivirus. All smart rooms/technology enabled rooms are provided with projectors laptops. Classrooms: (i) The classrooms are being dusted regularly by class IV employee. If any repairing is needed regarding furniture and electrical component, it will be repaired within least time by trained staff of college. The classrooms are made cleaned on every Saturday under swichik shramdaan Program.. (ii) A full time electrician is engaged for maintaining and servicing different electrical connection and operating generators when there is power cut off. (iii) Gardened committee headed by Dr Abhay Srivastav looks after gardens. Full time casual Gardener is appointed for weeding, planting, pruning and watering as well as the general maintenance of the garden and greener