

PROCEDURES AND POLICIES

The college always looks for the optimal allocation and utilization of available resources for the maintenance of different facilities by holding regular meetings of the committee members of respective departments.

Laboratory: - The records and instruments of the laboratories are maintained by the lab technicians and supervised by the HODs of the concerned departments. Other important things in this regard are:- The regular maintenance, calibration of various instruments and their repairing work is done by the authorized technicians of the companies. The microscopes used in physics, biology, and zoology departments are cleaned regularly by the technicians under the supervision of HODs. From the safety point of view, the chemistry and physics labs are equipped with fire extinguishers to avoid any accidents. A power generator facility is available in case of sudden power failure so that physics and other practices can be smoothly conducted.

Library: The library is well conserved not only with the subject-related books but also competitive exam books and spiritual books. Every year students admitted to the first year are encouraged to register themselves in the library to use N-LIST software. In our library, students can search the required books using 'MOPACK' through their mobiles. A suggestion box is installed inside the reading room for regular feedback by the students. To ensure the return of books "No dues" certification from the library is made compulsory for the students. The record of daily visitors is also maintained by the library assistant. A Library committee is formed for having smooth maintenance.

Sports: - The upkeep of sport-related assets and college sports ground is mainly taken care of by the director of physical education. During the year 2019-20 Miss. Prema Prajapati student from B. Com. Final year, bagged Silver medal in Inter-Collegiate Athletic Meet 2019 organized by RTM Nagpur University.

Computers: - Computers are provided with internet connectivity in all the departments to carry the departmental work and to keep the record. The college has taken care of the proper maintenance of computers by time to time installation of required software and antivirus. Computers in the college office are installed with cloud-based master software for the use of official work/administrative work and its maintenance. Computers in the library, computer lab, and UGC/NRC centers also maintained and installed with required software.

Classrooms: - The college development fund is utilized for maintenance and repair of furniture and other electrical equipment like fan, light, etc. At the departmental level, HOD's submit their requirement to the principal regarding classroom furniture and others. All the classrooms are fitted with a CCTV camera. Cleaning of classrooms is done on regular basis. From time to time students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. Some of the classrooms are well equipped with L.C.D. projectors to deliver presentations whenever needed. There are electricians, carpenters deputed (as and when needed) by the management for the maintenance of classrooms and related infrastructure.