

POLICY
FOR
MAINTENANCE AND UTILIZATION OF
INFRASTRUCTURE & LEARNING
RESOURCES

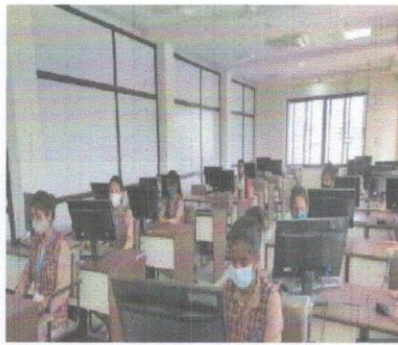


SAROJINI NAIDU GOVT. GIRLS
POST GRADUATE
(AUTONOMOUS) COLLEGE,
SHIVAJI NAGAR BHOPAL (M.P.)

POLICY FOR MAINTENANCE AND UTILIZATION OF SUPPORT & FACILITIES

POLICY FOR PHYSICAL FACILITIES

- ❖ Physical facilities such as Building of the college and Laboratories will 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 Janabhagidari development fund.
- ❖ Laboratories of Self finance subjects will be maintained and upgraded from the Janabhagidari Nidhi, The proposal about the maintenance or up gradation will be moved by the self finance coordinator through Secretary Janabhagidari and approved by the General Council of Janabhagidari.
- ❖ Apart from the cleaning staff appointed by the Govt. Looking at the spread area of the college, College should outsource cleaning team from outside.
- ❖ To keep campus water sources active and to manage water table of the college, it will be a binding on college and New Girls hostel taking shape to make provisions for Roof Water Harvesting
- ❖ Chemistry Laboratories of the college should comply to neutralization mechanism, No Chemical waste should be discharged directly without neutralization into the college drainage to avoid deterioration into the soil quality of the college.
- ❖ College will be responsible for solid waste management inside the campus and would enter into a MOU with the Municipal corporation to maintain the solid waste of college All the drinking water points and ROs of the College should be maintained by the waterman engaged for the purpose and supplier of the machines, cordage should enter into service contract with the service provider for better service of the machines.



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 equipment.
- ❖ Software of the equipments should be updated periodically.
- ❖ Hardware peripherals of the equipments should be periodically checked and replaced if required.
- ❖ College should appoint a Regular Faculty not less than the designation of Professor as the In charge of Advanced Instrumentation Research laboratory (AIRL).
- ❖ A definite mechanism should be chartered for making AIRL, available to Research scholars and Teachers from other Institutes, including University departments, Engineering College and other colleges in the near vicinity. The In charge AIRL will place the chartered mechanism in the statutory bodies and get it approved. The record of any person using AIRL facility should be kept by the in charge AIRL, facility.
- ❖ Electronic manuals and paper copies of manuals of all the equipments should be made available to all users.
- ❖ Every department of the college will enter into in house MOU to promote interdisciplinary research and use of equipments.
- ❖ ICT infrastructure includes computers, Hardware, software and Cloud space College would be liable for periodic maintenance 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/UCC
- ❖ 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.
- ❖ Conference 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.



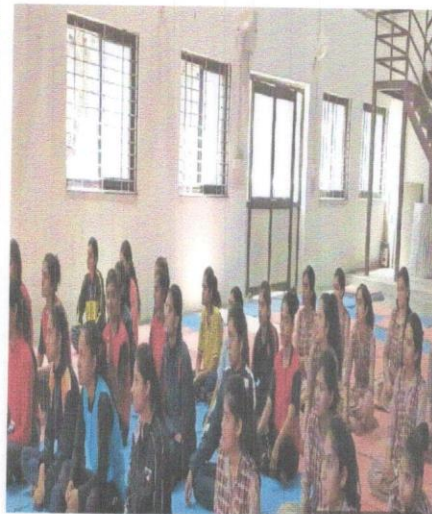
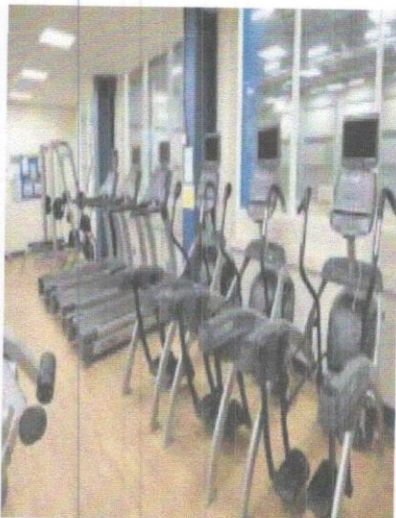
POLICY FOR MAINTENANCE OF LIBRARY FACILITIES

- ❖ Library facilities include central library, e library of the college as well as departmental libraries, college has one central library, one e library and 10 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 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.
- ❖ There should be a register in the library to record footfall of the teachers and students daily. There should be entries showing entry as well as exit time of students and faculty in library.
- ❖ On all week days central Library as well as departmental libraries will remain open from 10.30 in the morning till 5.30 in the evening and will remain closed during Sundays and Gazetted holiday. On Examination days Library hours will be 8.30 in the morning to 7.00pm in the evening including Sunday for central library and Departmental library, however library shall remain closed on Gazetted holidays.
- ❖ NLIST passwords will be provided to Faculty members, Research Scholars and PG Students so that they can access e library remotely whenever they want. Access to online academic resources will be provided to UG Students through Library page created on the Institutional website.
- ❖ Librarian of the college will keep track of the online data availability in the form of wifi and LAN Connectivity and will ensure high speed internet availability in the library and e-library.



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, Judo & karate activities for female students especially.
- ❖ Sports grounds. Indoor sports stadium and Gymnasium will be available for students and staff of the college as per the table. There will be separate hours so that both the stakeholders may make use of the facility for the fullest.
- ❖ Sports grounds, Indoor sports stadium and Gymnasium can be made available to the nearby schools and non-government organizations.
- ❖ Maintenance committee will take care of –
 - Sports ground maintenance.
 - Sports equipment, indoor & open Gym maintenance.
 - Water cooler maintenance by AMC.
 - Overhead tank maintenance.
 - Notice board maintenance & updating work



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 Intimation should try to get donations from Alumni and Philanthropist Endowments from Philanthropists should be well received.

Coordinator/IQAC
Dr. Shaibala Singh Baghel
Coordinator
IQAC
Sarojini Naidu Govt. Girls P.G. College
Bhopal

Principal
Dr. Pratibha Singh
Sarojini Naidu Govt. Girls
P.G. College, BHOPAL

