

Sardar Patel Mahavidyalaya Chandrapur

Internal Quality Assurance Cell

Procedure and Policy for using various facilities

The procedure and policies for maintaining and utilizing various facilities are as under. The college ensures optimal allocation and utilization of available resources for maintenance and up-gradation of different facilities. Regular meetings of management, LMC, IQAC, Head of the departments, various committees are held for this purpose. The grants are then disbursed as per the requirements in the interest of students.

Laboratories:- Record of maintenance of instruments and equipments is maintained by lab assistant and supervised by HoDs of the concerned departments. The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related service agent of the manufacturer. The instruments and equipments used for experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab assistant and supervised by HoDs of the concerned departments. There is systematic disposal of waste of all types such as biodegradable chemical/chemical and e-waste.

Library:-The requirement and list of books is taken from the concerned departments HoDs. The finalized list is duly approved by the Principal. The 'Library Advisory Committee' meets periodically to review the needs of the Library. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained. Other issues such as write off of old titles, schedule of issue/return of books etc. are chalked out and resolved by the library committee.

Computers:- Computer maintenance through AMC is done regularly by the college staff and non repairable systems are disposed off after the recommendation of special committee who visits the particular department to check the claim of department to scrap the instrument. Software and hardware are periodically reviewed and upgraded as per requirement. Antiviruses are installed to see the protection of systems. The ICT smart classrooms and the related systems are maintained with AMC of the corresponding service provider. The college Website is maintained and updated regularly by AMC with Mastersoft, Nagpur. The installed software are look after by Power Computers Chandrapur.

Classrooms:- The college has a building maintenance committee and repairs wherever required. At the departmental level, HoDs submit their requirements to the principal regarding classroom furniture and other things. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment. Students are aware regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. The maintenance and cleaning of the classrooms, library and the laboratories are done with the efforts of the sweeper employed. There are technicians, mason, plumbers, carpenters deputed by principal who ensure the maintenance of classrooms and related infrastructure.

Sports facilities:- The college has its own sports ground that is maintained and upgraded regularly with the help of the ground staff and other contracting agencies. In the indoor hall Badminton, Table Tennis, Carom, and Chess is played. A good Gym is available in the sports department where students are beneficiaries. For other sports collaboration are made with other sports club in the cities and district stadium through district sport officer. Girls common room, 19 washrooms, Staff rooms, Auditorium, Late Shantaram Potdukhe Museum are maintained by sweepers deputed in the college.