



# M.L.V. GOVERNMENT COLLEGE BHILWARTA (RAJ.)



## Policy Draft for Maintenance for Infrastructure and Physical Facilities

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

### **Classroom management:**

Classroom being the most primary and important academic space; it is managed with proper systems and procedures as recommended by the Planning Board, College Administration and Commissionerate College Education. It is followed keeping in mind the modern teaching learning environment. Some of the classrooms are well equipped with all modern technology like the smart boards, mike systems, and other technologies for better and effective teaching. CCTVs installed in each corridor to make sure of the safety and the security. Stock list of assets of Classroom property, cleaning and maintenance are done on a regular basis, Annual Maintenance Contract (AMC) of all the modern teaching technology, proper reporting system about repairs and replacements are the basic attributes of classroom management. This also includes the asset management that forms the core in the working of the college.

### **Laboratories Management**

As the College has four Experimental Science departments including Geography, the Laboratory policy forms the core in the working of the institution. While the Laboratory has several instruments and equipment, the same is maintained through AMCs.

1. Locations of laboratory safety showers, eyewash stations, and fire extinguishers help to assure protective measures to minimize the casualties.
2. General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab.

### **Library Management**

For overall smooth functioning of the library, it is divided into following five main sections and each section has its unique identity and with defined standard procedures the library works effectively and serves its patrons for information requirements.

1. Acquisition/ Processing Section
2. Circulation Section
3. Serial Section
4. Reference Section
5. ICT and Digital Section

The library of the college has its own mechanisms and system in place to identify the purchases based on the courses offered, check on the facilities to be provided for the students and the staff. Generally, the norms conform to the institutional policies. and the policies of the State Government.

Yearly statistics for utilization of library resources helps in collection development policy of the library. Withdrawal of books and other reading material which is not useful for current references is done on a regular basis. Library Committee looks after overall management of the library. A separate library purchase committee is formed to handle library related procurement. Our library is fully automated.

#### **Sports Infra**

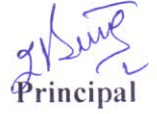
Sports Board looks after maintaining the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. For holistic development, students are encouraged to participate in the competitions. Coaches for events where there is good student protests are appointed with the permission of the the Principal. The celebration of the International Yoga Day has become a regular affair. While the IQAC defines policies related to workshops/seminars/conferences for students and staff across faculties, the website acquaints the users with the working system of the college and also invites suggestions on better working processes.

#### **Computers and IT Infra**

Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure is being given a top priority. Annual maintenance contracts for computers, copier machines, software, CCTV, Fire extinguisher, garden, security are in place. Policy is developed to maintain a balanced student and computer ratio, so that all students will be benefited for academic purposes.

An external housekeeping service looks after cleanliness on the campus. Website is maintained and updated with the help of our Website Committee and CCE Nodal Officer. Policy is developed to keep students informed about important messages through WhatsApp Groups. The well-defined purchase policy has been developed by the College Administration; A committee is formulated for it which look after the procurement related affairs. Accounts Officer and Accounts Section is also the part of the procurement system.

Institution follows all safety and security norms as required for an educational institution and makes optimal use of all security mechanisms. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students.

  
Principal

प्राचार्य  
मा. ला. व. राजकीय महाविद्यालय  
शीलवाडा