



**GOVERNMENT MAHARAJA P.G. COLLEGE,
CHHATARPUR- 471001
MADHYA PRADESH**

**Policy for Maintenance and Utilization of Physical and Support
Facilities**

Laboratory: The departments of Physics, Chemistry, Geology, Botany, Zoology, Microbiology, Computer Science and Geography labs are fully functional with all necessary equipment and apparatuses. There are 18 labs in the college. Concentrated acids and hazardous chemicals are safely kept in lockers. Adequate safety measures have been provided in each lab like fire extinguishers, first aids, masks, goggles. For cleanliness and upkeep of the equipment, lab attendants have been appointed in each department and lab technicians are entrusted with the responsibility for the management of the equipment and to assist the students if required. The students are divided into various groups to carry out the practical works on the days prefixed and intimated well in advance. Generally each group is given two days in continuity in a week for the lab work. Procurement of the equipments is done either through tender or GEM as per policy of the government.

Library: To make the system of library smooth and hassle free, it has been bifurcated into the central library and the departmental library. The central library caters books to the students of the undergraduate classes. It houses old as well as new books as per updated syllabi. It uses SOUL software to manage the procedure of stacking and issual of the books. One peon and one book-lifter have been employed for maintenance. A librarian is responsible to monitor the whole process of the transaction of the books. A computer operator has also been attached to facilitate the work. The departmental libraries function as independent units to issue the books to the postgraduate students. A teacher

of the department, for a period of two years, functions as an in charge of the library. He/she issues the books to the concerned students for a period specified. Grants for purchasing of books are provided by the State Government and the RUSA. The books dilapidated and torn are written off after the proper recommendation by the duly constituted Committee. There is also a reading room adjoining the library with current political and literary publications. There are 23 computers connected with the internet facility.

Sports Complex: The college owns a sports stadium named 'Pt. Baburam Chaturvedi Stadium' with a large pavilion, well maintained track and guest-rooms for the safe and friendly accommodation of sports teams at the time of tournaments. It has a table tennis hall, a badminton court, a swimming pool and a well-equipped gymnasium. At the time of district and state level sports events, work force is hired to prepare track and to take care of other arrangements related to the sports activities. A sports committee is constituted to organize the sports events as per annual sports calendar issued by the state government. The sports officer along with professor in-charge of each game selects and trains the students according to their interest in the game. Procurement of the sports goods and equipment is carried out through GEM.

Computer, class rooms and other facilities: Each department has been provided with a computer system. Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. There are 3 computer labs well equipped with adequate number of computers. Account section is fully automated. There are four projectors installed in the classrooms. College Classrooms are also 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. There are five conference halls in the college for organizing seminars/ conferences/ symposia. These conference

halls are also reorganized to be used as multipurpose activity room as and if required. Full care is taken to protect the furniture. Coordinator of the activity will be responsible for that. Three sweepers and ten peons clean the campus and the classrooms. The college also outsources cleaning staff to meet the present requirement of the college. The Botanical garden of the college is also well maintained with rare, exotic plants species and medicinal plants. All the drinking water points and ROs of the college are maintained by the waterman engaged for the purpose and supplier of the machines, college has enter into a service contract with the service provider for better service of the machines.

The college is responsible and committed for the effective utilization of funds received by various agencies like RUSA, World Bank and Janbhagidari for the maintenance of physical and academic facilities and supports.

