

SHRIKRISHNA MAHAVIDYALAYA, GUNJOTI

Policy and Procedures for Maintenance of Infrastructure,

Academic and Other Facilities

The policy and procedures for maintaining and optimum utilization of academic, physical, laboratory, library, indoor sports, classrooms and computers, etc. is as follows:

Infrastructure: The infrastructural physical facilities are regularly maintained. College has 10 acres of land having Ladies Hostel building, Library building, Classrooms, Indoor sports complex etc.. Principal monitors all the infrastructural facilities by allotting the responsibility to the Head of the departments. All the Head of the departments monitor and maintain their departmental facilities. All other infrastructural maintenance is done through the non-teaching staff is staff. Teaching learning facilities such as Class Rooms, Laboratories, Computer lab., Seminar hall and ICT Classrooms are to be kept up to date by allotting work to the non-teaching staff. Repairs are also carried out under the supervision and monitoring by concerned head and Office superintendent. Technical Assistant and Lab Assistants and Lab Attendants ensure the proper maintenance and repairs of the various labs. Computers and printers are maintained by hardware and software agencies.

Academic Departments and Support Facilities: The requirement and list of books is taken from the concerned departmental teachers and Heads. The Library committee approve the list of books and journals to be purchased and Librarian submits the final list for approval of the Principal. In the beginning of session, students are informed to register themselves in library to use INFLIBNET. To ensure the return of books, 'no dues' from the library is mandatory for students before leaving the college. Other issues such as weeding out of old titles, schedule of issue/ return of books etc are resolved by the library committee.

Principal