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Shri Basaveshwar Education Society's

SHRI SANT GADGE MAHARAJ MAHAVIDYALAYA

(An Affiliated by Govt. of Maharashtra & Nagpur University, Nagpur)

Takli Cargo Road, Hingna, Dist. Nagpur (Maharashtra)

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● Junior & Senior Wing ● Marathi Medium ● Arts, Commerce, Science & Vocational ●

Infrastructure

4.4.2 –Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Procedure and policy for maintaining and utilizing physical, academic and the support facility, the college insures optimal allocation and utilization of the available financial recourses for maintains and upkeep of different facilities by holding regular meetings of various committee such as library advisory committee, sports and games advisory committee, Academic maintenance committee, college development committee, etc. constituted for this purpose.

Laboratories

All laboratories including chemistry, physics, botany and zoology has maintained record of instrument and equipment by lab attendant and supervised by Head of the respective department.

Instruments are calibration, repairing and maintains of sophisticated lab equipments are done by the technician of related distributor.

The instruments and equipments used for experiment are annually clean and maintained by respective department Manually stock book entries such as chemical, instrument and apparatus are updated as per the entries of the stock.

There is regular disposal of waste management such as e-waste materials, biodegradable chemicals and hazardous chemical.

Library

The library advisory committee meets regularly to review the requirement of the library.

The library has special facility of Network Resource Centre (NRC) and Library management system (LMS) .

NRC and LMS maintained by Master software ERP solutions pvt. Ltd., Nagpur.

The requirement and list of books is taken from the respective departments' HoDs. The finalized list is duly approved by the Principal.

To ensure return of books, 'no dues' from the library is mandatory of students before appearing in university examination. The proper account of visitors (Student and staff) on daily basis is maintained by library.

Other issues such as weeding out of aluminum windows, schedule of issues and return of books, University paper set, magazine, newspaper, etc. are chalked out/ resolved by the library advisory committee.

Computers

The college maintain computers regularly by Academic Maintenance Committee (AMC). computer software and hardware including anti-viruses are reviewed and upgraded as per requirement.

The language lab, smart classrooms and ICT classrooms are maintained with AMC by assigning the service provider.

The college website is maintained and updated regularly by college website committee with Procreation web designer and animations software, Nagpur.

Non reparable systems are disposed off through e-waste management.

Classrooms

The maintenance and cleaning of classrooms are done periodically by the non-teaching staff.

At the departmental level, HOD submits their requirements to the principal regarding. Electrical technician, plumber, carpenter are deputed by building maintenance committee who ensure the maintenance of classrooms and related infra-structure.

Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms and Sports Facilities

Sports

The college ground is maintained regularly with the help of non-teaching staff and students. The physical department also provides indoor game facilities such as Table-tennis table, Chess board, Carom board, etc are maintained by faculty with the help of non-teaching staff and students.

Beautification and Maintains of Botanical Garden

The college has beautification and maintenance committee for maintenance and upkeep of the infrastructure. At the departmental level, HOD submit their requirements to the principal regarding classroom furniture and other.