



आर.एस.मुंडते
धरमपेठ कला वाणिज्य महाविद्यालय

R. S. Mundle Dharampeth Arts & Commerce College, Nagpur

Affiliated to R.T.M. Nagpur University

Re-accredited by NAAC with 'A' Grade with a
CGPA of 3.01

**Policies and Procedures for Maintaining and
Utilizing Physical, Academic and Support Facilities-
Laboratory, Library, Sports Complex, Computers,
Classrooms**

4.4.2. Policies and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities- Laboratory, Library, Sports complex, Computers, Classrooms etc.

College has established systems and procedures for maintaining and utilizing Physical, Academic and support facilities. College has regular maintenance and periodic replenishment of essential facilities.

College policy is to have effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective college functioning.

Library

The Library Advisory Committee with the Principal as the Chairperson and librarian as member secretary along with two senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued library cards which help in procurement of books and avail facilities in the library. Internet facility is provided in the library and students can access the facility for availing e-resources and other web based information. Photostat facility is also available in the library at nominal rates. The library is under CCTV surveillance.

A library budget is granted to all departments every academic session. ☐ The HODs submit the requirements of books which are duly approved by the Principal. The Library 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 weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the Library Committee.

Laboratories

☐ A record of maintenance of instruments and equipment is maintained by lab technicians and supervised by HODs of the concerned departments. ☐ The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related vendors. ☐ The instruments and equipment used for experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments. The Stock entries are updated annually.

There are four laboratories in the College.

a) **The Computer laboratory** offers proficiency programmes in information technology. Certificate course in computer courses are organized for students, teaching faculty and staff from time to time. The BCCA department of the College is responsible for maintenance and functioning of the lab.

b. **The Psychology laboratory** is maintained by Psychology department. The lab is used as part of the under graduate programme. The laboratory attendants help in the maintenance of the laboratory.

c. **Home-Economics Laboratory:** This laboratory is maintained by Home-Economics department. The lab is used as part of the under graduate programme. The laboratory attendants help in the maintenance of the laboratory and the various equipment.

d) **Language Laboratory:** Ravindranath Tagore Language laboratory of the college is maintained by the English Department. The department runs two career oriented courses there- English Communication Skills and Human Resource Development. There is an attendant who looks after the upkeep of the laboratory. Annual Maintenance Contract is given for the maintenance of the computers in the laboratory.

Classrooms

The College has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other necessities. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the cleaning staff. There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.

Some classrooms are equipped with the required teaching audio visual aids, projectors to supplement the teaching-learning process. Seminars, workshops, lecture sessions are also conducted in these rooms. Class representatives, elected by the students, are given the responsibility to keep the classrooms clean. Checking of fans, teaching aids etc in the classroom are done regularly.

Raja Harshawardhan Kaksha: This is an air conditioned smart classroom, well equipped with all the audio visual aids, projectors, mixers with an interactive seating arrangement.

Velankar Sabhagruha:- This is an air conditioned well equipped hall with a seating capacity of 80 people.

Sant Gadgebaba Hall:- This is a spacious well ventilated hall with a capacity to accommodate 300 people at a time.

Computers

Computer maintenance through AMC is done regularly by the college staff and nonrepairable systems are disposed off. Software and Hardware are periodically reviewed and upgraded as per requirement. The ICT Smart Class Rooms and the related systems are maintained with AMC of the corresponding service providers. The College information and communication technology committee (ICTC) is responsible for the maintenance of computers and smooth functioning of the network facilities in the College. They also look into the up-gradation, biometric services, procurement of hardware and software and other items related to computers. The College website is maintained and updated regularly through AMC.

Sports Facilities(Indoor and Outdoor):-

The College has its own sports ground comprising of the volley- ball court, kho kho ground and kabbaddi court is maintained and upgraded regularly with the help of ground staff and other agencies by the Physical Education Department. Ball badminton is also practised. Table- Tennis, carom, chess and indoor games are also available in the sports department. Gymnasium and Indoor facility is maintained by the Physical Education Department. A trainer is also hired for Gymnasium and Yoga.

The College also has a tie-up with the Ambedkar sports Academy for outdoor sports activities like cricket. On rental basis, the college uses the university ground for track and field events. The sports committee of the College is in-charge of the sports complex and equipment. The committee supervises the Grounds-men and Grade IV staff assigned for maintenance and repair works.

Fee waivers, sports kit and sports equipment are provided to the sportspersons of the college.

Canteen:

A student friendly canteen is run by the Alumni Association of the college. Hygienic food is made available at affordable rates. The canteen is open on all working days.

Water Cooler:

Water cooler machine with RO is installed on all the floors of the college and safe drinking water is available in the college campus for everyone. AMC is given for the maintenance and upkeep.