

2019-20

4.4.2- Procedure and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms etc. (in 500 words)

The institution is ever alert and responsive to the infrastructural needs of students over 2500 students and staff members and ensures creation of new infrastructure as spacious classrooms, IT labs, language lab, smart classrooms, library resources etc. is done as per the need and demand of time. Starting in 1945, with the Heritage building, over the years the infrastructure has been developed to include the annexe library building, No-grant building and the latest the Bajaj Bhavan with state of art technology to promote congenial academic environment. All purchase proposals submitted by concerned HOD's and Coordinators are approved by the Principal. The purchase committee follows the guidelines framed by the college/management. The purchase guidelines of UGC/ RUSA are followed and necessary compliances are made with them. At the end of every academic year audit of all purchases is conducted by the parent body Shiksha Mandal, Wardha through Chartered Accountant.

The library is well stocked and maintained by librarian and supportive staff. The day-to-day cleanliness is maintained with the help of outsourced agency. The library committee monitors the smooth functioning of library and services. The library committee decides the purchase policy considering the budgetary provisions for procurement of all required books/journals/periodicals etc. Library operations are computerised through ILMS Mastersoft Libman (11.0 version). The library also provides e-books and e-journals through N-LIST and J-Gate consortium. Unlimited Internet facilities is available to access various e-resources. Audio Book Reader and Recorder (ABRAR) system is available for Divyangjan in the library. The weeding of old, mutilated, out of syllabus books is done as and when required and records are duly maintained.

The Sports Department and Director of Physical Education actively encourage and train students to participate in various sports activities. Outdoor and indoor game facilities are available for students. Sports equipment register is maintained. Maintenance of ground and sports equipment repairs and are carried out as per the requirement. Gymnasium and Yoga club are available for students and staff members.

We have Canteen for students and staff taken care of by the canteen committee. The college has boys' hostel which can accommodate 90 students. The hostel is aptly maintained by the warden. The construction of girls' hostel has also started with the UGC's financial aid.

Wheel chairs and ramps, sign boards etc. are made available for Divyangjans.

Apart from smart-classrooms with audio-video facilities, the college boasts of good IT support with its 5 computer labs and 337 computers. Total 40 MBPS bandwidth is available for its day-to-day internet needs. Optimal utilization of the IT infrastructure is undertaken catering to diverse students. AMCs are signed for the proper upkeep of IT resources.

After dedicating separate classroom to each section of every course, the spare rooms have been allocated to cells and activity rooms. After the regular teaching as per the time-table is over, the same classrooms are used for value-addition courses.

The college has constituted a special committee for maintenance and upkeep of buildings and equipment. The Campus beautification committee also plays important role in clean and green campus.

The college has on its panel a set of plumbers, painters, electricians, and carpenters etc. who are called for sundry repairs. Quotations are invited for building construction/renovation/painting, publications, etc. and work is assigned to the competent bidder. Campus security and house-keeping is outsourced to agency. Solar lights and CCTVs are installed. Waste management system are in place.

Details of AMCs for the session 2019-20

S. No.	Particulars	Name of Agency	Nature of AMC	Expenditure (Amount in Rs.)
1	Building Insurance (Fire, earthquake etc)	Bajaj Allianz General Insurance Company limited	Annual	17,868
2	Stock Insurance (Burglary)	Bajaj Allianz General Insurance Company limited	Annual	7,080
2	Equipment Maintenance (Generator)	Shree Swami Samarth Enterprises, Nagpur	Annual	9,912
3	IT Infrastructure Maintenance (Computers, Printers, laptops)	M/s. Shree Shyam System, Nagpur	Annual	56,500
4	CCTV	M/s. Shree Shyam System, Nagpur	Annual	20,000
5	House Keeping	Care 'N' Cure Services, Nagpur	Annual	7,80,000
6	Campus Security (6 Security guards @ Rs. 9000 with GST)	New Delhi Security Services Pvt. Ltd.	Annual	7,64,640
7	Lift Maintenance	KONE Elevator India Pvt. Ltd	Annual	34,725
8	Sundry Contractors (Plumbing, electrical etc.)	On Call	-	-
TOTAL				16,90,725