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Procedures and Policies for maintaining and utilizing Physical, academic and support facilities, laboratory, library, sports complex, computer, classrooms etc.

The efficient management and optimal utilization of physical, academic, and support facilities in an educational institution are essential for ensuring smooth operations and fostering an environment conducive to learning. The following outlines the procedures and policies for maintaining and utilizing these resources:

Laboratories

- Maintenance: Regular inspections and servicing are conducted to ensure that equipment is functioning correctly. Laboratory assistants and technicians are responsible for cleaning, calibration, and repair.
- Utilization: Labs are scheduled for classes according to the academic calendar. Students are required to follow standard operating procedures, and proper safety measures are mandatory, including the use of protective gear. A logbook is maintained to track usage and incidents.

Library

- Maintenance: The library staff ensures the upkeep of books, journals, e-resources, and other materials. Shelving is done systematically, and damaged books are repaired or replaced. The institution subscribes to e-resources like N-List, ensuring access to updated materials.
- Utilization: Access to the library is open to all students and staff during working hours. A digital system tracks borrowing and returning of materials, and overdue fines are imposed to encourage timely returns. The library conducts orientation programs to familiarize new students with its resources and rules.

Sports Facilities

- **Maintenance:** The sports equipment and grounds are regularly inspected by a designated sports officer/committee. The committee is responsible for maintaining fields, courts, and indoor sports equipment. Any damages or wear and tear are promptly addressed.
- **Utilization:** Sports activities are scheduled for both regular physical education classes and extracurricular events. Proper records are kept for equipment issued to students. Health and safety guidelines are strictly followed during sporting events and practice sessions.

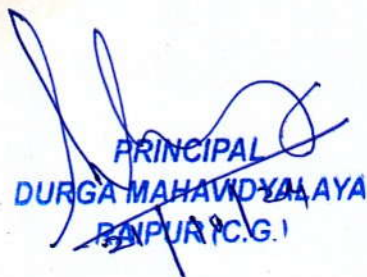
Computers:

- **Maintenance:** The IT department is responsible for maintaining the college's 95 computers, ensuring regular software updates, troubleshooting, and hardware repair. Antivirus software is installed to prevent malware.
- **Utilization:** Computers are available for academic purposes, with students and faculty following a schedule. For smooth operations, internet usage policies and guidelines on ethical computer use are enforced.

Classrooms:

- **Maintenance:** Classrooms are cleaned daily, and repairs for broken furniture or malfunctioning equipment like projectors and speakers are carried out promptly.
- **Utilization:** Classroom usage is organized as per the academic timetable. Classrooms with projectors and multimedia facilities are used for advanced teaching methods, enhancing learning experiences.

In conclusion, the institution ensures that physical, academic, and support facilities are well-maintained and effectively utilized through systematic policies, enabling a productive educational environment.


PRINCIPAL
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