

GOVT. POSTGRADUATE COLLEGE, GUNA

Affiliated to Jiwaji University, Gwalior (M.P.)

Phone No.: 07542-251641

Email : hegpgcgun@mp.gov.in

Website : <https://pgcollegeguna.in/>



POLICY FOR PHYSICAL FACILITY AND MAINTENANCE

Govt. Postgraduate College, Guna has adequate infrastructure for teaching and learning, curricular and co-curricular activities. Infrastructure committee is responsible for maintenance, development and utilization of all physical facilities under the guidance of principal.

Objective

- Our college is very careful about providing maximum and adequate academic and physical facilities for teaching and learning to the students.
- To take proper care of co-curricular related facilities like playgrounds, library cultural activities.
- To get proper, regular and smooth utilization and working of all available facilities
- To encourage the students for proper and consistent utilization of all facilities like laboratory, playground, library and ICT facilities.
- To establish institutional continuity and utilization system for resources.

Implementation

- The Heads of Departments of the college takes a periodical review of repairs and maintenance requirements of their respective Departments.
- Physical facilities such as Building of the college and Laboratories will be maintained from the renovation grant received from different agencies, namely Govt. of M.P., RUSA, World Bank.
- As the maintenance of building comes under the purview of PWD, PWD should be informed about the status of the building annually and should be requested for the painting of building periodically
- Establishment/repairs and **Maintenance Committee** is formed. Principal is the chairperson.
- Departmental requirements for new purchases and maintenance of old is collected every year and approved in the College Development Committee meeting.

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- The **cleaning** and the maintenance of the classrooms and laboratories **are done by the non-teaching staff** as per cleaning schedule which is monitored by head of the department.
- College will be responsible for solid waste management inside the campus to maintain the solid waste of college
- All the drinking water points and ROs of the College should be maintained by the waterman engaged for the purpose
- Laboratories of Self finance subjects will be maintained and upgraded from the Janabhagidari Nidhi, the proposal about the maintenance or up gradation will be moved by the self- finance coordinator through Secretary Janabhagidari and approved by the General Council of Janabhagidari.
- Water harvesting system is prepared for proper collection of rain water, rather than allowing it to run off.

Library

- College has a central library, a e-library and 10 department libraries.
- All the responsibilities regarding central library and e- library will be taken by college librarian whereas the responsibilities of departmental library will be taken by corresponding departmental head.
- A library committee will be finalized the list of books to be purchased by organize regular meeting on the request of HODs.
- Library committee will be deciding the maintenance related processes like fumigation and termite treatment of library.
- A register should be maintained in library to record footfall of the teachers and students where the entry and exit time of teacher and students should be maintained.
- Library will be remained open for all working days and the time duration will be 10.30 in the morning till 4.30 in the evening.
- All faculty members and PG students should be registered in N-LIST and a password will be provided to each member for access the e library.