

# LOK MAHAVIDYALAYA WARDHA

Bachelor Road, Wardha -442001

## Procedures and policies for maintaining and utilizing physical, academic and support facilities

The institution has a standard procedure for maintenance and optimal use of infrastructure. The budget is allocated for the maintenance of physical, academic and support facilities. The Planning Committee and Purchase Committee of college prepare plan and accordingly budget is allocated for various purposes such as Internet fees, laboratory expenses, organizing various college-related programs and seminars, college magazine, repairs and maintenance of the garden, buildings, electricity, water supplying system, furniture, sanitation etc.

The college has a Building Garden Maintenance Committee that oversees the maintenance of buildings, classrooms and laboratories. The College Superintendent regularly monitors and supervises the available infrastructure and ensures its upkeep, repair and other maintenance of the infrastructure

Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus Classrooms, Staffrooms, Auditorium and Laboratories, etc are cleaned and maintained regularly by non - teaching staff assigned for each floor. Washrooms and restrooms are well maintained. Dustbins are placed on every floor.

The college has appointed a regular electrician, carpenter and plumber to oversee and maintain the repairs on the campus.

The verification of stock is done at the end of every year.

The sports teacher looks after the maintenance of playgrounds and sports equipment.

Library:- Library is partially computerized. It is equipped with Libman Software. AMC has been made available with Masters Software, Nagpur for maintaining the Library software package (LMS) and College Management System (CMS). The regular backup through online mode is taken. The authorized technicians of the Master Software provide services for any issue in the functioning of the software. Online or physical quick service is provided by them.

Pest control is done regularly to maintain the books. Fire Extinguishers are kept in the library for fire safety.


The reading room is kept open from 8.00 am to 7.30 p.m. including holidays. Regular cleaning is carried out by the library staff. Additional staff is appointed to monitor the services.

### **Academic and Support Facilities:**

The college has a well-established system procedure for maintenance and utilization of available supporting facilities. The responsibility to maintain the ICT classrooms is assigned to the teacher-in-charge. The teacher conveys the issue to the principal and quick action is taken to redress the issue. HoD of the concerning department looks after the upkeep and maintenance of the laboratory. Computer lab-English language lab is looked after by the appointed staff for the purpose. The timetable of the English language lab is available in the computer lab also. The technician in the lab conveys the schedule to users in advance.

The optimum working condition of computer, printers and other ICT equipment is ensured through annual maintenance contracts (AMC). The technicians are called upon regularly to oversee the working and servicing of Generator, Water-purifiers and CCTV cameras.



  
Principal  
Lok Mahavidyalaya  
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