



VIVEKANAND MAHAVIDYALAYA

A Premier Institution For Quality Education of Commerce & Information Technology

K. K. Road, Moudhapara, Raipur - 492 001 (C.G.) Ph No. 0771-2887918

Ref :

Date : _____

4.4.2: There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc

The college believes in the philosophy of optimum utilization of physical, academic, and support facilities. Therefore, it has predefined procedures and policies for its maintenance as well as utilization.

Systems and procedure of Maintenance of physical facilities -

The institute has a systematic mechanism for the maintenance of Physical facilities. Infrastructure facilities are duly maintained and the decisions regarding purchase and maintenance are taken by the purchasing committee of the college by inviting quotations from various vendors and selecting the one that provides quality equipment at a reasonable price. Repairing and renovation of infrastructure facilities are carried out as per requirement along with whitewashing of the campus. The Internal cleaning of the college building is equally distributed among all the support staff, Furniture, if damaged, is repaired and replaced by a new one, if not found repairable, Blackboards, if broken, are changed instantly on a priority basis. The college has its own canteen which provides good quality packaged food items.

Water harvesting:-

Water harvesting facility is available in the institution which helps in water conservation and reduces wastage of water in the college.

Maintenance of Academic and support facilities

Class Rooms

Dry and wet cleaning of classrooms, seminar hall, computer lab, staff rooms, library, corridors, and washrooms are done every day by the support staff and cleaning staff of the college which are under the direct supervision of members of the cleaning committee, who report directly to the Head of the cleaning committee.



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Computer Lab

The PCs and other hardware are cleaned on a daily basis. All the equipment is regularly monitored and inspected before the commencement of the practical classes and examinations. Maintenance of all the systems is carried out regularly. Funds are allocated for the maintenance of computer lab and the systems. Quality equipment is installed keeping in mind the safety measures of students and teachers working in the Labs with required backup.

Library

Library has an advisory committee to monitor the smooth and effective functioning of all the services provided, it also shoulders various responsibilities like the purchase of text books, journals, periodicals, etc. The library is substantially computerized, regular cleaning of the books and racks is done to preserve them. The advisory committee makes suggestions regarding the extension of the library, it also takes the decision about the Library fees, book collection late fees, deposits, weeding out of the unwanted books, etc. The library makes available different newspapers in English, Stock verification is done as per the guidelines of the norms, Librarian seeks recommendations from the Departments to purchase necessary books. The library is using Koha software VERSION 19.05. The books are marked and stamped, then shelved according to subject and class. Bookbinding is done for damaged books to prevent further damage.

Sports Amenities

All the sports equipment is under the direct supervision of the sports in charge. All the equipment is properly monitored and damaged items are replaced with a new ones. Quality sports materials are purchased and maintained in the college. Sports Room and hall are also under the direct supervision of the sports-in charge, which looks after the required maintenance of the sports amenities. Sports ground and sports hall is also maintained to carry out college indoor/outdoor sports smoothly for the students. A first-aid facility is provided in case of any emergency caused during the sports.

Web-Site

The official website of the college is regularly updated and maintained with all the required information and notices. Authorised members in the college look after the maintenance and updating of the website, who directly reports to the head of the institution.