

LATE LAL SHYAM SHAH GOVT. NAVEEN COLLEGE MOHLA ( C.G.)  
DISTRICT - RAJNANDGAON

PHONE NO. 07747-299104, E-mail –[principal\\_gncmohla@rediffmail.com](mailto:principal_gncmohla@rediffmail.com)

WEBSITE: [www.naveencollege.com](http://www.naveencollege.com)

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.*  
Q1M

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 1000 words

File Description:

- Upload any additional information
- Paste link for additional information

**1. Maintenance of Library Facilities:**

The books and journals are maintained against disfiguring. Book binding is carried out on regular basis for damaged books to avoid further damage. Stock verification is done as a part of regular monitoring and control. Pest control is done on regular basis for maintaining books safe from termites. Library Committee has been constituted for co-ordination in respect of learning resources.

- Procurement of new books &renew of journals and recommendation for additional books

- Updating and maintaining of all library records

- Addressing issues and grievances of users

- Update and upgrade the library contents, periodically as per updates in curriculum

**2. Computers:** The institute has an adequate number of computers with internet connections and utility software's. Computer systems, UPS, Software's and Servers are maintained by outsourced technicians, Lab Assistants and Lab-In Charges. IT infrastructure is maintained by the head, IT Coordinator along with departmental coordinator.

**3. Classrooms, Conference Hall:** Classrooms and Conference hall are provided with enough seating capacity and LCD projectors. Cleanliness of class rooms and International Conference hall is maintained on regular basis. Working condition of audio system, LCD projectors etc. is done on regular basis.

**4. Laboratory:** Laboratories are regularly maintained by the Laboratory attendant. Records of equipments are maintained in Dead-stock Register (Physical Verification) as per the process. Equipments are maintained properly, calibrated and serviced periodically. Major breakdown maintenance if required, is carried out by external agencies.

**5. Sport equipments:** Physical Director (Lab technician) of the institute looks after the sports facilities and the activities. The sports equipments are issued to the students as per the schedule of the events. If any equipments get faulty sport director submits proposal for maintenance. Preventive maintenance measures are taken in time. Sport director is responsible for keeping the record of utilization of sport Facilities, activities held, and awards for the students etc.

**6. Electrical, Drinking water coolers etc.:** Institute has Lab technicians (electrician and plumber) for up keeping and maintenance of electrical and water drinking facility.

प्रचार्य

स्व.लाल श्याम शाह  
शासकीय नवीन महाविद्यालय, मोहला  
जिला मोहला -मानपुर -अं. चौकी (छ. ग.)

Institute has also appointed housekeeping staff to maintain the gardens.

**7. CCTV, Security etc:** To maintain internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, are maintained with the help of external agencies.

**8. Maintenance of other support systems:** Housekeeping for regular cleanliness of corridors, washrooms, classrooms, laboratories and premises is done by external agencies. Sanitizing of washrooms is done on regular basis. Greenery is maintained by the gardeners of external agencies. Solar Panels and power backup facilities like Generators are maintained by Internal Electrical maintenance department. Clean and hygienic drinking water is available in the Institute. Water coolers are maintained and cleaned on regular basis. Overhead water tanks and water coolers are cleaned periodically. Quality of drinking water is checked by measures pH and Hardness. Sports facilities are maintained by the sports committee and the menial staff.

The below mentioned points are inspected before start of every yearly/semester.

1. Classroom facilities such as lights and fans, LCD projector and sound system, availability of internet connections are inspected before start of every year/semester.
2. Working condition of computers, devices, and equipments is ensured.
4. Stock checking activity is done prior to start of new year/ semester.
5. Jan Bhagidari committee of the institute inspects the facilities like toilets, classrooms, corridors.
7. Library committee collects specific needs of the students and staff.
8. Sports committee ensures the availability of sports equipments and monitors the usage of the ground, courts and indoor games facilities.

G.K. Jishi  
प्राचार्य  
स्व. लाल श्याम शाह  
शासकीय नवीन महाविद्यालय, मोहला  
जिला मोहला - मानपुर - अं. चौकी (छ. ग.)