



# GOVERNMENT (AUTONOMOUS) GIRLS POST GRADUATE COLLEGE OF EXCELLENCE, SAGAR (M.P.)

(NAAC 'A' Grade Accredited)

☎ 07582 404480 ✉ heggpgcsag@mp.gov.in 🌐 www.gggpgcs.com



***There are established systems and procedures for maintaining and utilizing physical and academic support facilities – laboratory, library, sports complex, computers, classrooms etc.***

*The college takes adequate measures for the correct and optimum utilization of the physical, academic and support facilities along with their timely maintenance. Regular inspection and up gradation of the furniture, electrical fittings, electronic gadgets, equipments in the labs, books and periodicals in the library and the college building is done.*

*Cleanliness of the whole campus is a daily routine. The whole building, lawn, garden, classrooms, staff rooms, office, toilets, labs, library, etc are cleaned and kept free of dust and cobwebs. The students and staff are also encouraged to follow healthy and hygienic habits to promote cleanliness in the campus. This includes restricted use of polythene inside the college campus. The water coolers are also cleaned regularly. Dustbins are provided in various places for disposal of garbage. These bins are cleared daily. Effective waste management methods are followed by separating the waste matter into wet waste and dry waste. The toilets are provided with wash basins, running water in the taps, hand wash bottles, dustbins and hand towels. The hand wash bottles are refilled from time to time and hand towels are changed regularly. The toilets are cleaned regularly and disinfected with phenyl and other disinfectants. Care is taken to ensure that taps are not left open after use and water is not wasted.*

*The college building is whitewashed every year and the necessary repairs, wherever needed, are done. Pest control treatment of the whole building is done annually. Cleaning of the water drains is done on a regular basis. The furniture of each classroom is taken care of by painting and repairing them annually. Damaged furniture is removed and replaced by new furniture. Electrical fittings are checked for any damage or danger and necessary changes are made wherever needed. Wiring is also checked.*

*The teaching aids like black boards, chalks, dusters, smart boards, etc are also checked. Care is taken to ensure that the black boards are fit enough to write upon and chalk and dusters of good quality are available in abundance. Worn out maps are withdrawn and replaced by new maps.*

*The lab equipments and tools are checked during the annual stock taking apart from any day to day damage or wear and tear. Redundant material is removed and replaced by items of utility. A study of the damaged equipments, material out of stock and new equipments and material needed for the*



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*experiments to be conducted in the labs is maintained. The annual report is submitted by the HOD to the Principal. The labs have their individual first aid kit.*

*The library conducts its annual stock verification where the entire library stock is checked. The books under loss are listed, the damaged books are sent for binding and books which are obsolete, no longer needed due to change in syllabus or too worn out are withdrawn from the library stock. The old news papers, magazines and periodicals are sold and the amount earned thereof is submitted in the Accounts Department. The library stacks, periodical stands, news paper stands, newspaper stands other furniture of the library is repaired and painted every year. Books in demand, books to be added due to change in syllabus and popular new releases are listed out in consultation with the HODs of various departments and submitted by the librarian to the Principal. The librarian also submits the annual stock verification report to the Principal.*

*The computers of the whole college are upgraded and serviced every year. Technicians from reputed companies are appointed on contractual basis to visit the college once in 15 days to check any repair or fault in the computers. Reformatting is done as and when required and the system is upgraded on a regular basis. Old computers are withdrawn and replaced by new computers. Hardware and Software are upgraded from time to time. New software is added depending on its utility in the particular department. The server and Wi-Fi are also attended to. All these services are a part of the service contract.*

*The air conditioners in the various departments are also serviced annually, especially just before the onset of summers, by the concerned agencies.*

*The sports ground is kept free of grass and stones to ensure safe and joyful playing. Water is sprinkled on the ground to avoid too much dust to rise during the sports activities. The ground has a cricket pitch, nets and courts for net games, tracks marked for sprints and hurdle races, etc. The sports room is equipped with cricket balls, bats, stumps, badminton rackets, Table tennis rackets, shuttles, carom board, chess board, volley ball, throw ball kits for various sports games, first aid kit, etc. All the necessary, tools and equipments are made available to the students to encourage them in sports activities. There is a separate room for indoor games.*

*The Yoga centre has a carpet on the floor along with yoga mats and some equipment needed for performing the asanas like chairs, bands, cushions, etc. Some of the maintenance of the college is done by*





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*the support staff of the college, while for some services, quotations are called from the concerned agencies and the best quotation in terms of rates, services, reputation and quality of work is selected. For some services, the company from which the equipment is purchased offers maintenance services.*

*Though most of the data is saved on the computers, some records are maintained in registers. The printing of registers, purchase of paper and other stationery is done on the basis of calling of quotation.*

*The college canteen is kept clean and hygienic. The cooking utensils are of good quality and the cooking area is cleaned after every meal. The tables and chairs are wiped every day. The utensils are washed with good quality soap. Fresh vegetables are used and groceries are kept in adequate containers in healthy and clean atmosphere. No leftover food is served to the customers. The canteen area is kept free of pests and rodents. Any vegetable or grocery item which starts getting spoilt is immediately discarded. The canteen also has a refrigerator and a deep freezer which are cleaned and maintained by the canteen staff.*

*The college takes every measure to provide and maintain the equipments needed for the teaching learning process and for academic and office purpose, but at the same time, it encourages the staff and students to avoid wastage and to handle the equipments and gadgets with utmost care and caution to ensure their own safety and convenience and learn the value of the services being provided to them.*