



M.E.S. Arts and Commerce College, Mehkar

Dist:-Bul dhana-443301(M.S.)

Internal Quality Assurance Cell

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Policies and procedures for maintaining and utilizing Physical & Academic facility in the college.

The College have College Development Committee for taking decision about college physical & academic development. Any need about physical facility such as building construction, building repairing, electric, water supply requirement, furniture. Equipments etc all this need are fulfilled by this committee. All the physical and academic needs of college are well maintained & fulfilled by it. I.Q.A.C. suggested policy discusses and finalize for implementing, which are as following:-

Policies and procedures for maintaining and utilizing Support facility

<i>Sr.No</i>	<i>Particular</i>	<i>Policies and procedures for maintaining and utilizing Physical & Academic facility in the college.</i>
01.	Computer Laboratory:-	College have one computer laboratory with 40 computers with updated software which is useful for students. Students of the college mostly the students of the B.Com Course do

		<p>Computer Practical and practices in the laboratory. College computer maintenance committee takes care and does maintenance of all computers in the Computer Lab. and also administrative offices and departments under the chairmanship of Principal . All heads of the department, administrative officer and attendance of the computer Laboratory immediately inform to the college maintenance committee if any arise problem in the any computer. The college maintenance committee regularly visits to every department twice in a month for looking after the computers and any types of assistance regarding to the computers, After knowing or detecting the any problem or need is fulfilled by calling external technical agencies.</p>
	<p>Library:-</p>	<p>Department of Library have Library Advisory committee under the chairmanship Principal with Librarian as Coordinator All the purchasing of this department like books, journals. Newspapers etc are sanctioned by this committee. Traditional maintenance of library is going on. Reading room, newspapers section, reference section,</p>

		Library office and book circulation for students have made separately in existing building. Resources in Library are made 100% utilized.
	NSS:-	NSS department have their NSS advisory committee under the chairmanship of principal of the college. Any requirement of this department will put in front of this advisory committee and any decision about purchasing & utilizing facility is approves by this committee.
	SPORTS COMPLEX:-	Students are getting all the facility regarding the sports i.e. every sports equipment with required ground. Department of sports of the college maintaining the every need of sport facility about students. Department of sports have their advisory committee for coordinating all such facilities.
	CLASSROOM:-	There are total ten class rooms in the college, out of them two classroom have the facility of ICT, having L.C.D. Projectors and other needful equipments. Every classroom is well furnished which convenient to the students. Every classroom surveillances under CCTV Camera and every activity of every class

		<p>room can be seen at the principal office. College has own land and all class rooms have build on the land. Some of the class rooms have been build with assistance of the UGC grants. Each classroom is fulfilled by suitable furniture, ventilation, electricity and all other facility. All this classrooms are well maintained and repaired as per need. The college maintenance committee takes care of the furniture, any needful requirements and maintain the class rooms.</p>
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