



MAHILA P.G. MAHAVIDYALAYA

Recognized as MODEL COLLEGE by Raj. Govt.

Kamla Nehru Nagar, Soorsagar Road, Jodhpur-342009

Website: www.mpgmahavidyalaya.org 0291- 2759473 • Fax: 0291- 2759396

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.

1. The maintenance, repair of classrooms, laboratories, libraries, indoor sports hall, building and women hostel is looked after by the **Building Committee**. The Estate Officer is responsible for checking, maintenance & repair of amenities and maintains a register and MBs for the same. Yearly requirement of repair, maintenance and new addition is monitored through the meetings of Academic and infrastructure grievance redressal committee. Weekly feedback from hostel resident is taken by the Principal/ Secretary/ Chairman (every Saturday). The Grievances are redressed through meetings of hostel committee.
2. In- house electrician maintains proper power supply, monitors electrical equipments such as generators, UPS and batteries as when required. Regular service of generators & air conditioners is done through service providers. Periodic greasing and servicing of fans, coolers and other equipments is done by in- house electrician. If required, hired help is also used.
3. System of **Requisition Form** for repair, maintenance and new purchase is there. System of reporting deficiency is managed through “Shikayat Patra”. Teachers, lab in-charges and other persons have to fill the forms and action is taken immediately.
4. Water tanks, water coolers are cleaned on regular basis through service providers and dates are entered in registers. Aqua guards, water dispensers are cleaned and maintained on regular basis through service providers.
5. AMC's are done for maintenance of office, admission and library softwares. Licensed softwares have been purchased for computer labs and office computers. DELNET library software has been purchased and every year the account is renewed.
6. Adequate – In house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus and hostel so as to provide a congenial and clean environment for learning and working. Classrooms, staff rooms, seminar halls, auditorium, laboratories etc are cleaned and maintained by non teaching staff assigned for each floor and labs. Washrooms and rest rooms are well maintained.



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Wash rooms are provided with **sanitary napkin dispenser machine** so students can maintain hygienic periods. **Sanitary napkin incernation machine** is installed to maintain cleanliness and environment protection. Dustbins are placed at every floor. Regular checking of food quality and hygiene is done by the teachers and principal for the stuff provided by the canteen. In-house staff is employed and food items are Groceries purchased by the college to maintained the quality of food provided for the hostel resident.

7. Teachers, lab assistants, office in-charge report the requirement and deficiency in labs - Computer, Physics, Chemistry, Zoology, Biotechnology, Botany, Homescience, Psychology, Geography, Music – through maintenance requisition slip to Estate officer, which is duly reported to the Principal and action is taken accordingly.
8. Parking facility is well organised. It is efficiently maintained by cycle stand personals employed by the college. The campus security and maintenance is monitored through surveillance Cameras placed at strategic points, class rooms, offices and laboratories.
9. During winter and summer breaks periodic checking of infrastructure, equipments and other amenities is done by the Estate Officer. He along with his teams looks after the regular maintenance of civil works, furniture repairs, masonry works, painting, plumbing and housekeeping. Members of Building Committee make periodic visits to check and maintain deficiencies and repairs.
10. Every year end physical verification is done by committees of teachers, assisted by office staff. Stock registers are well maintained and verification reports are duly submitted by the committee.