



*Gondia Education Society's*

**J. M. PATEL ARTS, COMMERCE & SCIENCE COLLEGE  
BHANDARA – 441 904 (MAHARASHTRA)**

(Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

Re-accredited 'B' Grade (3<sup>rd</sup> Cycle) by NAAC | Awarded CPE Status (Phase II) by UGC  
Recognised as Centre for Higher Learning & Research by R. T. M. Nagpur University

**PROCEDURES AND POLICIES  
FOR UTILISATION AND MAINTENANCE OF  
PHYSICAL AND ACADEMIC FACILITIES  
(REVISED)**

**A DOCUMENT  
PREPARED BY THE INTERNAL QUALITY ASSURANCE CELL**

**2020**

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## **PROCEDURES AND POLICIES FOR UTILISATION AND MAINTENANCE OF PHYSICAL AND ACADEMIC FACILITIES**

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Physical and Academic facilities are the backbone of any education institution. It is very important that the college has a clearly defined procedure and policy for the proper utilization and maintenance of the physical and academic facilities. The policy would help the College to schedule the different activities in the college with proper planning and better co-ordination between the different users and the administration. The policy shall cover the facilities in the college including Classrooms, the Seminar Hall (Pearl Chamber), Staffroom-cum-Mini Conference Hall (Ground Floor), Gymnasium and Sports facilities, Library, Reading Room, Laboratories and Computer Center.

### **1. Classrooms**

The classrooms would be allocated to the different faculties/classes by the Time-Table Committee. Already there is a clear understanding about the number of classes that have been allotted to the Faculty of Science, Faculty of Commerce, and Faculty of Humanities, Professional programmes such as BBA, BCCA and B.Voc and PG Programmes. That arrangement shall continue. In case of the special needs of any faculty or subject, the matter may be amicably resolved at the level of the Faculty Co-ordinators. If the problem still persists, it should be brought to the notice of the Dean (Administration) or Head of the Institution. The Teachers can use the allotted rooms for their co-curricular activities as and when needed without disturbing the classes. In case there is a need to shift the classes, it may be done with the permission of the Faculty Co-ordinators. The college being located in a district headquarter has to be often used as a centre for different competitive exams. The conducting agency should seek a written approval for using the classrooms from the Head of the Institution for the said examination.

### **2. Seminar Hall (Pearl Chamber)**

The seminar hall shall be allotted for programmes of the College by the Principal. The Seminar Hall is available for conducting various Academic, Co-curricular and Extra-curricular activities of the College. The Head of the Institution should be informed specifically if a programme is to be conducted in the Seminar Hall with an external agency / Government Agency/NGO. The concerned HoD/Programme in-charge shall make a written application to the Head of the Institution and get the Seminar Hall allotted.



### **3) Staffroom-cum-Mini Conference Hall**

The Staffroom-cum-mini-Seminar Hall with a seating capacity of 80 persons can be used for small programmes and meetings. The concerned programme in-charge can get it allotted from the Principal of the College by submitting a written application.

### **4) Gymnasium and Sports Facilities**

The college has a well-equipped gymnasium, flood-lit, Basket-ball Court, Badminton Court, Ambedkar Bhavan Lawn and a well-maintained ground for different sports activities. All these facilities shall be governed by the guidelines framed by the Physical Education Committee. But as a matter of general guideline the following should be adhered to. No student shall be allowed to enter the gymnasium and do any kind of exercise/workout unless there is an assigned teacher or trained mentor present in the gym. People from outside the college may be allowed to use the gymnasium facility only after approval of the Head of the Institution or the Physical Education Committee. The college ground shall be made available to any external agency/Govt. Agency after getting due permission from the Head of the Institution.

### **5) Library and Reading Room**

The Library is fully automated and computerized with N-LIST (INFLIBNET) membership for free online access to e journal, e books and periodicals. The library staff shall display the new arrivals on the Notice Board. The cleanliness in the Library should be maintained at all time so that the students feel comfortable using the library and reading room. The space allotted to the differently-abled students should be clearly demarcated. All major purchase of books should be done through the Library Committee.

### **6) Computer Centre**

The college has a state-of-the-art Computer Centre. The Computer Centre is mainly used for conducting practicals prescribed in courses related to computer science. It is also used for E-content development. There are frequent requests for the Computer Centre to be used for different online examinations. The College Administration shall grant permission on receipt of request from government and private agencies on mutually agreed charges.

### **7) Laboratories**

Most of the Science Departments have been provided with good laboratories for the conduct of their practicals. In case of any external agency wanting to use the laboratory facility for any testing purposes they shall submit an application to the concerned HoD who shall, after discussion with the Head of the Institution, and his approval permit the use of the facility. The facilities in the designated research laboratories may be made available to teachers of other Institutions, students and NGOs on getting permission from the Head of the institution.



## 8) Commerce Computer Lab and Language Lab-cum-E-learning Centre

The Commerce Computer Lab and the Language Lab cum E learning centre are to be taken care of by the Commerce Department and English Department respectively. These facilities can be used by other department for e-content development, recording videos and conducting different academic activities.

## 9) Home-Economics Laboratory

The College has a well-equipped Home-Economics Laboratory. In case of any external agency showing interest in utilizing the existing facilities for different training purposes like cooking classes, baking classes, tailoring classes, mehandi classes etc, they may submit an application for the same to the HoD. The HoD shall discuss the matter with the Head of the Institution. On grant of approval (with charges, if any) from the Head of the Institution, the HoD shall convey the terms and conditions to the person/agency.

## 10) Canteen Facility

Many Government and Non-Govt agencies utilize the College facilities for their Seminars/Workshops/Training Programmes. These agencies may be allowed to make use of the College Canteen for providing refreshments to the participants. The agency shall have to make a request to this effect to the Head of the Institution. On grant of approval, the Canteen Committee shall facilitate the necessary arrangements.



(Dr. Karthik Panicker)

IQAC Co-ordinator

J. M. Patel College, Bhandara

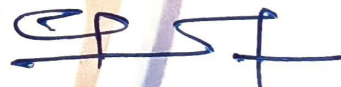
**Co-ordinator, IQAC**

J.M. Patel College, Bhandara-441904

Members



11 March 2020



(Dr. Vikas Dhomne)

Principal & IQAC Chairperson

J. M. Patel College, Bhandara

**CHAIRPERSON**

**IQAC**

J.M. Patel College, Bhandara-441904

