

**Maharana Pratap Government Post Graduate College
Bilsi, Badaun, Uttar Pradesh**

Procedures and Policies for maintaining and utilizing Physical, Academic and Support facilities- laboratory, library, sports complex, computers, classrooms etc.

Session 2018-19

Maharana Pratap Government Post Graduate College is a Government Institution. It follows the rules, regulations and procedures framed by the Govt. of U.P. for maintenance of computers and other equipment. Annual budget is sanctioned by the Department of Higher Education, U.P. As this college is a Govt. college, college don't have authority to appoint personnel such as electrician, plumber etc. on permanent basis. Majority of expenditure for maintenance of college is incurred from the fee. Most of the fund utilized for maintenance and repair work is done from college fund. For maintaining cleanliness, temporary staffs are hired on daily wages, due to absence of appointment of permanent cleaning staff by Govt. of U.P. They help in proper maintenance of the college also. Antivirus software is purchased and renewed for the smooth functioning of all the computers in the college. The maintenance and housekeeping of the classrooms, library, computer room and the college as a whole are taken care of by the non-teaching staff. Library and sports room are maintained by the concerned Teacher-in-Charge.

College has an open ground for sports activities like badminton, volleyball, shot put, discus throw etc. Maintenance of these sports facilities is taken care of by Physical Education Department. For safety of college premises, security cameras (CCTV) are installed. There are college level committees also that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities. Annual physical stock verification of all equipment, computers, central library is conducted by different committees constituted by the head of the institution and report is registered in specific stock register.

Sd/-



Dr. (Vasudha)

Principal

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महाविद्यालय बिल्सी (बदायूँ)