



**GOVT. MADAN LAL SHUKLA P. G. COLLEGE, SEEPAT
DISTT. – BILASPUR(C. G.)**

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Procedures and Policies 2017 -18

Institution has an adequate infrastructure which consists of 18 class rooms, 7 laboratories, 1 ICT Hall, girls' common room, principal chamber, staff room, office and library, Cycle stand, washrooms, water-coolers. Funds are generated for physical maintenance and utilization of infra structure by self-financing, janbhagidari samiti, state government funds etc. College has an active monitoring system by CCTV cameras. The maintenance and the cleaning of the classroom and the laboratories are done with the efforts of non-teaching staff. All departments are individually equipped with latest ICT infra structure desktops, that function under the guidance of respective heads of the departments. Electrical and plumbing related maintenance is done with the help of local skilled person paid by self-finance and Janbhagidari fund. Around 20 computers are available for use of student and faculty. This is overseen by a designated teacher a computer operator. A dedicated Librarian keeps check on upkeep of library, assisted by book lifter. The activities like library neat and clean and free without insects are done frequently by library staff. A dedicated sports officer overlook maintenance of sport ground and related games material. The college garden, washrooms, cycle stand are well managed maintained by local vendors paid by self-finance Janbhagidari fund. The college administration formulates committees for physical maintenances and verification. Annual physical verification is taken up by such committees. College adopts manual for recording and

maintenance of records. College is moving closer to goals of e-office and e-college for better utilization of infrastructure.