

## **Saifee Golden Jubilee Quaderia College, Burhanpur**

### **Procedures and policies for maintaining and utilizing physical, academic support facilities:**

**Physical facilities-** Physical facilities or infrastructural facilities are very important in an academic institution. The college continuously make efforts to main four the physical facilities. The policy of the society is to maintain in the available facilities at the maximum level. The physical facilities include the buildings, surrounding, gardens, trees, internal path ways, water tanks, toilets etc. There is a strict method of maintenance and monitoring. A team of workers under the supervision of a responsible employ are engaged in this process of up keeping the premises.

Some of the regular activities undertaken by the designated employees are as follows.

A number of female workers engage, themselves in cleaning the premises. They sweep, collect and dispose of the waste in the proper manner. They maintain a compost pit made in the botanical garden for the disposal of the waste under the direction of a supervisor. The manure collected from the pit periodically is used as fertilizer for the plants in the garden.

The workers with the help of a gardener regularly look after the garden. They protect the plants, do purring where necessary, safe guard them from animals and water the plants in summer-Occasionally an horticulturist visits the garden and give necessary direction. The students also take care of the protection and maintenance of the plants especially the seasonal flowering plants. The workers also perform the green auditing under the direction of the head of the department of Botany and the supervision of the Botany lab assistant.

The toilets and the washroom areas, wash basins etc. are strictly cleaned and maintained using disinfectants.

Drinking water is very important in a public institution. The college takes it most care to supply pure drinking water to the students-water cooler is well maintained and the storage tanks are regularly cleaned and chlorinated.

### **Academic and Support facilities.**

The college has excellent academic and support facilities such facilities include.

#### **1. Class rooms.**

The class rooms are well furnished, well ventilated and large enough to accommodate a class easily. An average 10 to 12 Sq. ft. area is made available to each student. The class rooms are maintained, cleaned and dust free and are located in blocks with maximum sound proof. The rooms also have fans and light. There is also a lecture theatre, large enough to accommodate 100-200 students with out congestion. There is one smart class room where teachers do their P.P.T. presentation.

## **2. Laboratory.**

The laboratories are well equipped and well maintained. There is a separate lab attendant for maintaining the lab with the help of a lab assistant and lab technician. They also clean and keep in order the equipments of the lab and also maintain the stock register of the lab. Minor repairing works of the lab instruments and equipment's are under taken by the lab technician and in case of any major default experts are called from outside.

## **3. Library.**

The library is maintained by a librarian, book lifter and a menial worker. The upkeep of the books are meticulously done and the library users are penalized in case of loss of books. The books are protected from dust, heat and moisture and of course from termites chemicals.

## **4. Computers.**

There are about 43- computers. The departments, office and the library have computers be sides a computer department. The maintenance of the computers is done by the technicians and hard work specialists of the college and incase of major defaults advanced technical assistance is take from specialists. The lab assistant look after the day-to-day maintenance work and the protection of the system from extreme heat, dust and moisture.