

BHAWABHUTI MAHAVIDYALAYA AMGAON
Procedures and Policies for maintaining and utilizing Physical,
Academic and Support facilities (Session 2018-19)

The institution works on the principle of optimum utilization of facilities. It runs in morning and noon shifts. This is primarily required to accommodate students of all streams. In the morning shift, Arts & Commerce students attend their theory and practical sessions, while Science students, in the noon shift. However, practical sessions in Science and theory classes of final year students have been placed in between 9:00 am to 11:55 am. Practical sessions have been arranged batch wise. Arts & Commerce students use the Reading hall at Central Library in the morning primarily, while Science students, in the noon. Issue and return of books follows a specific Schedule. Students make use of the outdoor and indoor sports facilities according to their free time. The administration timings are such as to suit students in both shifts. Students use Drinking water facility with RO machine. Separate wash rooms/lavatories are at the dispense of staff, male and female students. Girls have also been provided with a common room. Students and staff use the Canteen facility and a Tiffin point for students is in place by the side of canteen. Separate vehicle/cycle stands are in place for staff and students. Science students can use computer facility at the department of computer science & mathematics. Commerce students can use computer facility at the commerce department. All students have access to cyber library at the central library. Students have to follow a definite procedure. A register is maintained at the cyber library wherein students have to record date, timing and purpose. Every teaching department has been provided with computers for the use of teachers and broad band internet connections are available.

Maintenance of classrooms, laboratories, electric supply and other physical facilities has been shouldered to Campus Development Committee. This committee regularly visits facilities and takes stock of maintenance requirements and acts accordingly. Such work is done on priority basis.

For maintenance of computers, projectors, reprographic machines and laptops the institution has an MOU with a private firm (M/S Mr. Suresh Pillai, Gondia). Maintenance services are also provided by the Manufacturing Company Dealers. The staff takes utmost care of smooth handling of such equipment. Broad band Internet facility maintenance is sought from BSNL. Maintenance of laboratory equipment is the responsibility of lab assistant and attendants and teachers. Every laboratory maintains its stock book. For maintenance of books and other literature, Central Library has a spacious Stacking Room laced with racks. Periodic stock verification, use of needed material to save books from organisms and binding practices are taken up. The maintenance of sports equipment and physical facility is the responsibility of Physical Education Director and Gymnasium Committee. Keeping the physical facilities clean is the responsibility of attendants. To avoid litter, dustbins have been in place in every corridor. Students are advised to use them strictly. Campus cleaning drives with the help of students are periodically organized by the NSS unit. Cleaning of washrooms and lavatories is done by a hired sweeper every week on Friday.