



# INTERNAL QUALITY ASSURANCE CELL (IQAC)

LAXMINARAYAN COLLEGE, JHARSUGUDA

(NAAC ACCREDITED WITH 'B' GRADE)

PO- K.M. ROAD, JHARSUGUDA-768202 (ODISHA)

Estd-1969

## PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Laxminarayan College, Jharsuguda follows certain procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- The physical facilities including Laboratories, classrooms, library, language lab, sports complex, gym and Computers etc. are maintained from the development fees collected from the students and other grants from different sources like UGC, RUSA, OHEPEE, etc. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose
- Maintenance of the infrastructure for any educational institution is a big responsibility, sometimes a big challenge also. It is always very important to do this in a planned and practical way. Thus the college has a maintenance committee that looks after the maintenance of buildings, classrooms and laboratories.
- Adequate staff is employed to maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Laboratories, etc are cleaned and maintained regularly by non - teaching staff assigned for it. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by a full time gardener.
- Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance of generator, air conditioners, CCTV cameras and water purifiers. The electricians and plumbers are hired for this.
- Lab assistants maintain the efficiency of the college computers and accessories.

- Parking facility is well organized.
- The campus maintenance is monitored through surveillance Cameras.
- Every department maintains a stock register for the available equipment. Proper inspection is done and verification of stock takes place at the end of every year.
- A team looks after the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house-keeping.
- The library is properly maintained by the Librarian and the support staff for it. A library committee looks after the maintenance properly. The maintenance of the reading room and stock verification of library books is done regularly by library staff.
- Regarding the maintenance of sports equipment the college sports in charge is deputed. The gym is also maintained by the PET.
- Centralized computer laboratory established to enrich the students. Each Department having appropriate computer for their requirements. Internet and WIFI Enabled campus is available.
- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done.
- Upkeep all facilities and cleanliness of environment in women's hostel is maintained through Hostel monitoring committee.
- Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. They are also sensitized to feel their responsibility towards the maintenance of the college properties.

Our motto: "Together we make the difference"