

## OFFICE OF THE PRINCIPAL

NAYAGARH PRAJAMANDAL MAHILA DEGREE MAHAVIDYALAYA

NAYAGARH, ODISHA



Website :- [www.npmmnayagarh.org](http://www.npmmnayagarh.org)

E-mail. :- [nayagarhnpmm@gmail.com](mailto:nayagarhnpmm@gmail.com)

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### Maintenance Procedure & Policies for Academic, Physical & Support Facilities

Foremost priority has been given to the proper maintenance of the college infrastructure like laboratories, library, computers and classrooms. The college plans a tentative budget plan for the session. With its assistance annual plan funds, the institute follows proper procedure and policies for maintaining and utilizing the academic, physical, Support facilities like Library, laboratories, classrooms, etc. The laboratories are revamped with sufficient stock of equipments. The maintenance of Infrastructure, library, sports facilities are properly done in regular basis.. Repairing and renovation work have been done annually to ensure safe and student friendly lab sessions. Service of trained laboratory staff also is ensured for the conduct of lab classes. Library with a collection of 10993 books, journals, newspapers and story books is the biggest resource to the academic community in the campus. Apart from this facility, many of the departments have Seminar libraries maintaining subject specific books in sufficient numbers for the benefit of teachers and students of respective departments. This helps the students to have better access to the books and journals as reference materials related to the syllabi and curricula. Making use of the plan funds allotted by the college Annual budget plan, a good number of books are purchased every year after considering suggestions and requirements from the students and teachers. A good number of staff is employed to ensure the smooth and student friendly functioning of libraries. Importance is given to the sports amenities in the campus. College has a playground of area nearly 9000sqft. for carrying out Annual athletic meet in which events like Long Jump, Shotput, Javelline throw ,Discuss throw,100m race,400m race,800 race, slow cycle race are conducted. The playground is also maintained from time to time by hiring some labourers for the purpose of uprooting the unwanted weeds and cleaning the grass. Facility for practicing badminton also is here in the campus. Students spend their leisure time by playing indoor games like Carroms, Chess, Ludo etc. are also. The purchase of new sports materials and for the maintenance of existing facilities are done with college fund.

Nearly 54 computers are there in the campus for the use of students and teachers. Regular service and maintenance of the computers are done with the use of plan funds. Only those systems which are thoroughly unusable are dumped or put forward for writing off as E-waste. UPS and other supporting facilities required for the functioning of computers are maintained with the help of supporting funds. Separate classrooms are allotted for each batch of students. Rooms are allotted as per the strength of each class. Each Honours subject has separate class room with a computer, projector (Five departments) and internet facilities. It is ensured that classrooms have sufficient furniture to accommodate the students comfortably. Blackboards are there in all class rooms. Departmental notice boards are also there to communicate students regarding department related information like seminars, welcome & farewell meetings, date of assignments etc.

All these physical, academic and support facilities are maintained through various committees such as Budget Committee, Purchase Committee, Construction Committee, Library Development Committee, Campus cleanliness and beautification committee etc. All the committees are headed by the Principal and members from both teaching and non-teaching staff.

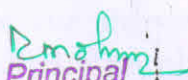
Every year Principal convenes a meeting with budget committee and prepares a tentative Annual Budget Plan for the whole session.

In order to purchase items like laboratory equipments, sports materials and other physical equipments more than Rs.10,000/- , a meeting with members of a purchase committee takes place. Proposals are put in the meeting and are unanimously approved. Then tenders or quotations regarding the purchase are published in the newspaper and college website. After scrutinizing all the tenders/quotations, a particular firm is contacted which offers lowest budget. All other purchase of items less than Rs. 10000/- is carried out by the Principal's office.

Library Development Committee also takes care of the proper maintenance of the Library.

The college is getting support from Nayagarh Municipality for the cleanliness of the campus especially solid waste management.

Separate professionals are appointed for regular cleaning of classrooms, office rooms, courtyard, washroom and toilets by the appointed sweepers. Electrical, plumbing maintenance of the campus are maintained by contacting local electrician, plumber, carpenter etc.

  
Principal  
N. P. M. Nayagarh  
N.P.M.M., Nayagarh