

2016—2017

The Policy and the Procedure for Maintaining and Utilizing Physical Academic and the Support Facilities:

C. M. Dubey Post Graduate College has a set of established procedure for maintaining and utilizing physical, academic and support facilities—laboratory, library ,sports complex ,classrooms , computers etc. The institution has constituted various committees that look into the smooth functioning and effective deliverance

- **Maintenance of Library:**

The library committee under the guidance of the Principal is endowed with the responsibilities to purchase and procure books and other material as per the recommendation received from the various departments of the college.

The Head of the department prepare a list of some good publication from national and international publication for its enrichment.

Maintenance of the library and various other processes such as pest control and termite treatment are monitored regularly.

Discipline and law and order is maintained in the library is also the responsibility of committee.

- **Maintenance of laboratory:**

Department with laboratory issue clear directives to the students for the dos and don't to be practised by the students.

Record of maintenance account is maintained by the technical staff under the supervision of HOD.

The calibration repairs and maintenance of sophisticated lab equipment's are done by the technician by the relative owner enterprises.

The entire process is monitored by the Principal

- **Sports:**

The institution has sports complex with facilities for indoor games, stadium, gymnasium, vast sports ground for outdoor sports.

The sports committee along with the sports officer sees to the maintenance of the resources.

The committee promotes sports activity by motivating students helping organise regular sports events.

To prepare action plan for the year..

Submit annual reports on events and budget allocation.

- **Computers:**

The computer department sees to the maintenance of the computer and the laboratories and in the various departments.

Works for internet and Wi-Fi campus.

For repairing and maintenance is done by technician of related owner enterprises

- **Classrooms and college premises :**

The cleanliness of the classrooms and the premises is managed by workers hired on contractual basis.

Non-teaching staff of the college monitors the cleaning and upkeep.

- **Academics and other related matter:**

For academics we have a Research Committee, Remedial and Tutorial Committee, Paper Publication Committee and Law and Order maintenance committee which takes cognizance of the complaints and allegations and helps in resolving issues.

- **Canteen committee:**

Keeps a check on hygiene, quality of the products and regulation of the prices.

- **Health:**

The Red Cross Committee tries to resolve the health related issues of the students by providing consultation with eminent doctors on regular basis.

Dr R P Mishra and Dr Madhu Mishra are an integral part of institutional fraternity.