



प्राचार्य
एम बी राजकीय स्नातकोत्तर महाविद्यालय
हल्द्वानी (नैनीताल) - २६३१३९
दूरभाष: ०५९४६-२२२०१७

(2024-25)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic, and support facilities - laboratory, library, sports complex, computers, classrooms, etc.

1. *Classroom management*: The very basic furniture- tables and chairs, numbering 4750, at present is regularly maintained, and repaired where the need arises, apart from fresh procurements, made. Those classrooms or lecture theatres equipped with ICT devices, such as DLPs, and smart boards, need constant care, and provided so. Each of the department, more so, the science faculty, maintains the stock register of the purchase made, as also the details of the physical infrastructure available with it. These stock registers are evaluated on an annual basis by a select committee.

2. *Laboratory*- Laboratories, are the obligatory part of the practical-based subjects. Thus, apart from the science faculty, Home Science, and Psychology, maintain different instrument, equipments, chemicals, specimens, and so forth, with them. The college administration, facilitates the purchase of the chemicals, as also, when the grant-in aid for the purchase of the equipment is extended by the education department, Govt. of Uttarakhand, the equipments are then purchased through GeM. Fire extinguishers are mandatory in each laboratory. Purchases are made through a purchase committee, responsible for call of quotations, or tenders, and subsequent purchase.

3. *Library*- For overall smooth functioning of the library, it is divided into following five main sections and each section has its unique identity and with defined standard procedures the library works effectively and serves its patrons for information requirements. 1. Acquisition/ Processing Section 2. Circulation Section 3. Serial Section, and 4. Reference Section. Yearly statistics for utilization of library resources helps in collection development policy of the library, which again is made through a appointed faculty members constituting the library committee. Worn out, or those books, which no longer is in usable conditions, are regularly pruned, or withdrawn from circulation. Such books are verified by the library committee.

4. *Sports*- As in the case of the library, the sports committee looks after maintenance of the sports equipments, and its disposal, annually, when such equipments are no longer of any use. At the very start of the academic session, the sports department issues a sports calendar, produced by the parent university, which is responsible for the organisation of the Inter-collegiate sports tournaments, throughout the year. Accordingly, the sports department organises the preliminary selection process for different sports, primarily through holding inter-departmental sports events, which is an innovative way of selecting the best players to represent the college, in the subsequent Inter-collegiate sports events.

5. *ICT, and Computers*- Maintenance of computers (Hardware and Software), updating software related to administrative, and other features, for example, annual charges towards college website upkeep, or of MIS, is borne by the college itself. A contract worker for the maintenance of Wi-Fi, Broadband facility, as well as computers has been enlisted to carry out the routine upkeep and maintenance of the computers, which presently number 77 (those in working condition).

6. *Campus cleanliness*- Sanitation workers are appointed on a daily wage-basis. The waste disposal is usually made through the local municipal body, on a weekly basis.

7. *Green campus*- The upkeep of the plants, herbal gardens, is carried out by a gardener, presently an out-sourced employee, under the State government's Uttarakhand Purv Sainik Kalyan Nigam Ltd (UPNL) scheme.

Following is the audited information of the expenditure incurred in the maintenance, repairs work, purchases of books, journals, etc, over the last 5 years.

S. No.	Year	Civil works, repairs and maintenance	Operations and maintenance of lab, consumables	Library (books, journals, e-sources)
1.	2020-21	40,49,860	84,860	3,25,043
2.	2021-22	45,97,000	1,68,822	7,98,945
3.	2022-23	-	49,998	8,49,867
4.	2023-24	-	52,000	12,49,867
5.	2024-25	2,48,500	50,000	5,06,312



A lotus pond in midst of a small garden remains the most sought-after selfie point for the students.

This is to certify that the information provided above is correct to the best of my knowledge & belief.

(C S Negi)
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