



SWAMI VIVEKANANDA MAHAVIDYALAYA MOHANPUR, TRIPURA

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Laboratory: The laboratory equipment, specimens, and other necessary chemicals, as and when required is purchased by the office of the Principal. The Lab facilities are made accessible to the students of the concerned departments. The users are to pay great attention while accessing the facilities and handle it with good care. In absence of the Lab attendant, the teachers of the concerned departments extend help and support to the students in the Laboratory.

Library: For maintenance of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, accumulate books, and other necessary materials, as per the proposal received from the departments of the colleges. As of today, no regular librarian is appointed by the Directorate of higher education, Government of Tripura. The College Library is managed by an untrained ministerial staff .


The certain system and procedures followed for maintaining and utilizing the library resources may be highlighted under – whenever books are purchased, they are enlisted in the register and later they are made available for the students and faculty staff. At the beginning of the first semester, students are encouraged to get the library card and to borrow the books at the time .To ensure the retainment of the library resources, students are asked to submit the clearance certificate or otherwise their mark- sheet would be withheld by the institution. Further, the library maintained the previous year question papers. Returns of the borrowed

books are mandatory for both students and faculty members at the time of leaving the institution.

Sports Complex: The games and sports section in the institution is looked after by Ministerial staff. They maintains the games and sports register with good care. They keeps record of all the sports equipments available in the college. Students are allowed to use the sports materials only after signing the register and return the same after their sports activities are over.

Computers: The institution has 23 computers which are used for computer classes, power point presentations and workshops involving computers by the students and faculty members. There is a CSE faculty in the college who maintains and looks after the computers and IT facilities. A periodic check of all the devices and maintenance of software is carried out as and when the need arises.

Classrooms: Classrooms are wide and spacious, well-lit and ventilated. The classrooms are dusted and swept regularly after the completion of all the lectures at the end of the day by the cleaning staff. Repairs and maintenance of the furnitures as well as electrical appliances is been done as and when the need arises. The college provides an ICT- enabled classroom with projector, screen, and laptop. Periodical servicing of facilities like Water filters, Fire extinguishers, LCDs, etc. are done as per the academic calendar. All classrooms and washrooms were regularly cleaned by supporting staff, the supervision of which is done by the committee in charge. Transparency is maintained in purchase by inviting quotations from 2 to 3 reputed dealers. The order is finalized on the basis of quality/cost/service with the dealer. For conducting practicals, the requisition list is given to the HOD-In-Charge, for the purchase of chemicals and equipments. All chemical preparations are done by the respective teacher. Collection of specimens is done by the teacher. Any breakage of glassware by the student is recorded in the laboratory register. Glass wares/apparatus / utilities including the laboratory space are cleaned by the respective supporting staff. During practicals, electrical appliances used are kept back by the teacher and students.


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DR. NIRMAL BHADRA
Principal In-Charge

Swami Vivekananda Mahavidyalaya, Mohanpur