Multanimal Modi College
Modinagar-201204 (U.P.)
(Affiliated to Ch. Charan Singh University, Meerut)
(A NAAC Accredited College)

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Ref. No................

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PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES-LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.

The College ensures optimal utilization of budget allocated for maintenance and upkeep of the college infrastructure by holding regular meetings with various bodies/committees of the College that plan and monitor the projects to be undertaken or ongoing in every academic session. Meetings of different committees are held periodically to review/monitor various academic and co- curricular activities of the College.

Meetings are periodically held under the Guidance of Principal the Maintenance Committee (and other related committees) that reviews the existing infrastructure and its maintenance. The members of the Maintenance Committee pay regular visit to various departments, laboratories, library, etc. to monitor the status of the infrastructure. Remedial measures are then taken by the Principal and Maintenance Committee to ensure the upgradation of the infrastructure, facilities and equipment of the College.

Department of Computer Science regularly organizes programmes within the campus for imparting computer related knowledge and skill to faculty members and to enable them to use all updated tools and software. The college promotes extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by their teaching staff and students. The College provides following facilities:

4. ICT enabled Computer labs.

5. Electronic library.

6. Online books and journals through INFLIBNET/Delnet

The learning activities and technologies deployed by the college places the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The College provides its research students a central computing facility in CIF equipped with 10 computers loaded with relevant software's and broadband internet connection, printer, scanner and photocopier. Research students utilize this facility to upgrade their IT skills and procure the required study material. The College provides its faculty members, research scholars and students of post-graduate classes access to free e-books and online journals through membership of UGC's NLIST (INFLIBNET) and DELNET subscriptions.

A language lab with **19+01** computers and related accessories has been developed to enhance student's language skills of reading, listening, writing and speaking. Smart classrooms **(12)** also exist in the college that will go a long way in making teaching-learning process more interesting and effective for students.

Annual maintenance and repair of the infrastructure is taken care of by the College in a systematic manner. Day-to-day maintenance is carried out by the staff appointed for the maintenance of the infrastructure. The calibration and repair of laboratory equipment's is maintained by the lab technicians through maintenance fund and grants received from UGC. The maintenance of computers and electronic devices is done regularly. The College has hired a team of qualified technical people to look into regular major and minor repairs of computers and networking facilities. Software problems are taken care of by the faculty of the department of Computers Science. A few faculty members are also stationed near the campus so that they are available for dealing with emergency tasks.

Following works are also undertaken for smooth running of College with the help of hired staff that provides services in the college 24X7:

1. Tasks related to power
2. Carpentry work
3. House-keeping work
4. Masonry work
5. Plumbing
6. Security system

The College has electrical supply for the College campus and two generators of 32 KVA and 25 KVA. Voltage stabilizers have been installed in various departments for the safety of sensitive equipment's installed in various departments, CIF etc. Online UPS have also been installed in Computer labs and CIF Maintenance of equipment is done through the annual maintenance contract (AMCs) whereas minor repair works are carried out on request through the complaint register system with hired services.

The college has a well-planned parking area near the entrance of the college. It comprises covered area for parking of scooters and cycles and an open area for parking of cars. Parking space is also provided for students. Parking is monitored through CCTV cameras.

Major responsibilities of the committee are as follows:

1. Formulation of development plans and sends its recommendations to the College administration for effective and timely implementation.
2. Formulation of guidelines for the library for procurement of expensive books, e-journals, hardware and software as per the requirements of various faculty.
3. Monitoring of all the activities of the library and gives suggestions for optimum utilization of library resources.
4. Ensures availability of reading material on the basis of the latest syllabi.
5. Remedial actions related to grievances expressed by students and teaching staff.

The College has a three-storied separate block for central library. The Central Library is stocked with more than one lakh books (1,76,663 books). It is fully automated and has internet facility. It has a separate section for electronic/virtual library. The library subscribes journals, periodicals and magazines of national and international repute.

Total area of the library (in Sq. Mts.)	9649.88 sqft
Total seating capacity	200
WORKING HOURS	
On working days	10:00 AM to 5:00 PM
During vacation	10:00 AM to 3:00 PM
Layout of the library	
Lounge area for browsing and relaxed reading	250 sqft.
IT zone for accessing e-resources	25x25= 625 sqft.
Total carpet area of the Central Library (in sq. meter)	9649.88 sqft
Number of departmental libraries	15
Average carpet area of the departmental libraries	About 26x20= 520 sqft.
Seating capacity of the Central Library (Reading room)	150 sq. ft.

Most of the Departments have Departmental Library and Library Committee. Faculty members suggest books and journals required for the purpose of teaching as per syllabi and for research to the Library Committee of the College. On receipt of requirements, the Library Committee of each department forwards to the Principal of the College that goes to the Library Committee of the Central Library that finally purchases for use.

Following supports are provided by the library staff to students and teachers of the College as:

1. Computers with search facility (Search engine – OPAC) to locate books in the library

2. Reprographic Facility

3. Issue of reference books

4. To enable the readers to trace the books

5. Provide a peaceful environment by maintaining decorum.

6. Separate reading room for teaching staff

7. Timely issue/return of books

8. Support to students and teaching staff for using computers

9. INFLIBNET facility for faculty members, post-graduate students and research scholars.

10. Magazines and newspapers

11. Journals/periodicals

The College has Dr. Ranganathan Library established for Professional Studies that provides facilities for courses like BBA, BCA, Biotechnology, BPES, NILIT and Library Science. The library has seating arrangement for 50 students, books and journals.

The library staff is deputed to extend any help required by physically challenged students. Informal feedback on library services is obtained from students, faculty members and research scholars to make the library more user-friendly. The library gets informal feedback from teachers, students, non-teaching staff, alumni in the form of suggestions and recommendations. The Library Committee analyses the feedback and forwards it to the principal for appropriate action that helps in making the library more user-friendly and to improve its services.
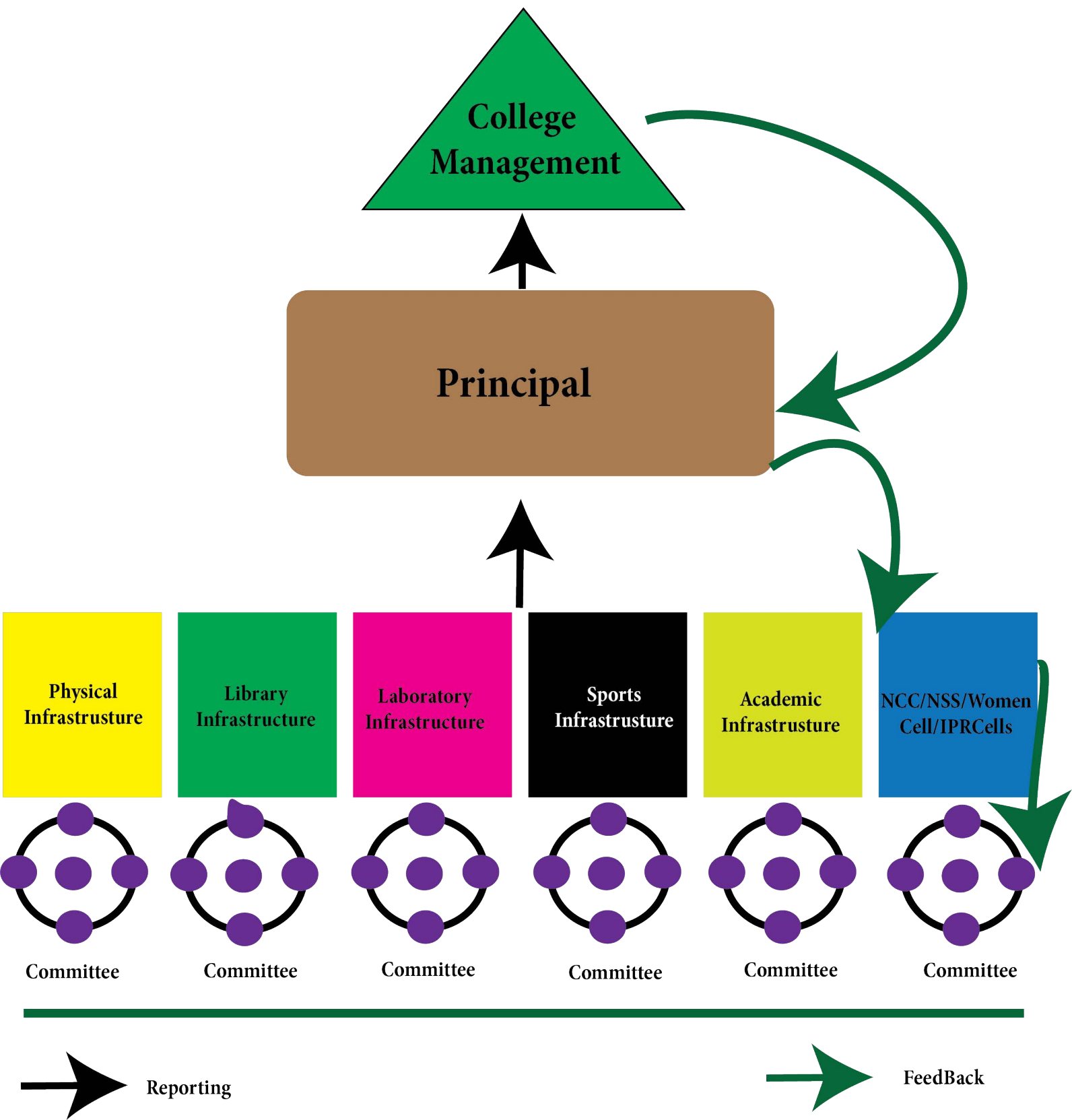
Principal

(Dr P.K. Garg)
Principal
Multanimal Modi College
Modinagar

Procedure for Maintaining & Utlizing Academic & Infrastructural Facilities

College Management

Principal

Physical Infrastrusture

Library Infrastructure

Laboratory Infrastructure

Sports Infrastrusture

Academic Infrastrusture

NCC/NSS/Women Cell/IPRCells

Committee

Committee

Committee

Committee

Committee

Committee

Reporting

FeedBack