



# Yogoda Satsanga Mahavidyalaya

(Established in 1967)

NAAC Accredited B++ (CGPA 2.89)

Affiliated to Ranchi University & registered under 2 (F) & 12 (B) of UGC Act



## 4.4.2 Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc

**Infrastructure** The Institution has two separate academic blocks, the main building-Block A for running the conventional courses and the second building-Block B for running the vocational courses. These two buildings have a total of 31 classrooms, 23 in Block A and 8(CVS) on Block B. These classrooms have adequate space and physical facilities to seat the students enrolled in different programmes offered at the institution and encompass 24,630 sq. ft. carpet area. Faculty members are provided with departmental routines. The time-table mentioned in the routine allocates classes as per the student strength of individual departments. The College has 05 laboratories having together a total carpet area of 4135 sq. ft.

### Classrooms

Classrooms are allocated to different departments on the basis of the strength of that particular department during the working hours. The routine in-charges coordinate among themselves to work out their routines so that adequate numbers of classrooms are available for all the departments.

**Repair and Maintenance:** Repair work, whitewashing and renovations are done systematically without disrupting the day- to- day functioning of the offices and departments. There is building maintenance committee to look after all type of repair and maintenance work. The committee first inspects the building that is to be repaired or maintained. Engineer or expert give the estimate. Finally building committee decides and sends it to the principal for approval. The Campus manager supervises all the works.

### Laboratories

The usage of laboratories is allocated to different batches on the basis of departmental timetable. These Laboratories have adequate space, equipments, models etc. for catering to the needs of a particular batch of students. There are 4 Honors and 4 Generic programs- viz Physics, Chemistry, Zoology and Botany- which require intensive practical classes. The practical classes are scheduled in the class routine. The labs are fully utilized by the students for 150 minutes per day.

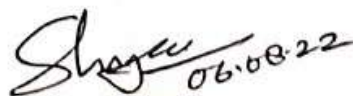
The dedicated laboratory staff members are available throughout the working hours to guide the students whereas the faculty members remain present as per the timetable. During the leisure hours when no particular class is scheduled in the laboratory, the students, with the permission of the Laboratory staff, are free to use the laboratory for their studies and experimentation.

### Maintenance of Laboratory equipment

The heads of the department shall inform principal for any kind of repair/ routine maintenance/ breakdown in writing. The Principal inform it to HA( office).The requisition is divided into two categories. If the amount is less then it shall be done using the Mahavidyalaya person. Upon completion of the work, technician/electrician shall enter the type of work completed in maintenance register and gets it signed by the head/office of the requesting department. If the work is not completed, the person shall inform the requesting department about the reason for non-completion of the work within the stipulated time and shall give an approximate time frame for addressing the issue.

In case expenses is high, quotation shall be placed by the office and shall be verified by the purchase committee. Purchase committee shall send the document to office. Then it shall be approved by the bursar and the required vendor/contractor shall be informed. After completion of the work the vendor produces bill certified by Department and finally goes to Account department for payment.

In case of equipment / machines if it is not covered by a warranty or maintenance contract, the department may decide to have the repairs performed by vendor/manufacturer , with the permission of the authority.

  
06.08.22

Principal

Yogoda Satsanga Mahavidyalaya  
Janamathour, Dhurwa, Ranchi-4



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## Computers

The Institution has specified particular weekdays for usage of computers on the campus allocating it on stream-wise basis. The Computer Application and Information technology departments have their separate laboratories where time is allocated for departments on the basis of their departmental time table prepared in coordination with each other.

**Maintenance:** The maintenance of computers, networking, Xerox machines, UPS and printers placed in various laboratories/departments/ offices is done by the IT Cell.

## Library

There are around 41000 books in the library. The library functions for 7 hours a day to cater to the needs of the student. The students are free to sit and study in the library during these working hours. Issue and return of books for students from different streams is done on specific weekdays notified for a particular stream.

### ICT Facilities (Information and communication technology)

- **Wi-Fi Connectivity:** The library is a Wi-Fi enabled place, where the staff & students can access subscribed and freely available online resources for their academic and research activities.
- **Digital Library Services:** A State-of-art Digital Library provides seamless access to various e- Databases, e-books, e-journals.
- **KOHA Online Catalogue (KOHA WEBOPAC):** The library has OPAC facility to search the collection. All available library may be searched from KOHA Online catalogue, which will give information about availability of a particular books, and status etc. The online catalogue is accessible using the Internet. OPAC has basic and advance search facility. Users can also identify the latest books through the OPAC.
- **Library automation:** Library is partially automated using KOHA Open source i.e Integrated Library Management System (ILMS)

### Other details

- Average number of walk-ins: 50 per day
- Average number of books issued: 40 per day
- Average number of books returned: 35 per day
- Ratio of library books: 14 per student

**Manpower development :**To ensure a professional approach in delivering information services, Library is equipped with highly qualified manpowers. To develop the knowledge at par with the current development and changing scenario, staff members regularly attend various in-house and outside training programs /workshop/ seminar etc. Professional training of library staff members are encouraged.

**Library Maintenance :**The library is maintained by a team of competent staff members. The Library Advisory Committee oversees the proper functioning and regular upgradation of the library. It prepares the

  
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budget and makes provisions for funds required for the purchase of books of different subjects in every academic year. It coordinates with different departments and this Purchasing Committee process the purchase of books/materials for library.

## Security

The college employs an adequate number of security personnel for the round- the- clock monitoring of security. CCTV cameras have been installed at all the strategic locations across the campus to ensure comprehensive verifiable surveillance.

## Garden

There are designated gardeners to ensure the maintenance of the botanical garden and the open green area. Gardener performs the task of pruning of trees and shrubs and plantation. In case the purchase of flowers is required, then requisition is placed in the office. The purchase committee decides after consulting the botany department.

## Electricity

The college has power control room installed with 2 generators having capacity of 40 kva and 82.2 kva It provides uninterrupted power supply throughout the college. Electrician look after the day-to-day maintenance work of both the generators. There is also solar power system with 99 plates which is totally maintained by the college staff members.

*Singh* 06.08.22

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