



**OFFICE OF THE PRINCIPAL, GOVT. DR.  
BABASAHEB**



**BHIMRAO AMBEDKAR PG COLLEGE DONGARGAON,  
DIST- RAJNANDGAON (C.G.)**

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## Maintenance And Utilization

**Procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.**

Departments having **laboratories** have lab technician and Lab attendant appointed, they maintain labs in general, teachers of the Departments remain vigilant during practical classes, any fault in the instrument is get repaired by calling Service provider of the company. we are using our own financial resources for the Equipment Maintenance. We have our service venders for it, so that all the infrastructural facilities are available to the students. Students also participate in yearly cleaning and maintenance activity of labs. Every year stock is checked in Department and endorsed by the committee formed by the Principal.

**Library** – there are library attendants and book lifters appointed in the Library they bring the books at issue counter and keep the books in place after return. Every year after examination book stock is checked and endorsed by the committee. Worn off books are written off every year after recommendation of write off committee. Regular pest control is carried out in the library to keep books safe

**Sports-** keeping sports ground in good shape is always a challenge especially after rainy season, services of Nagar Nigam is taken to maintain the ground yearly. Apart from this NSS students and players volunteer themselves to maintain the ground.

College has **ICT** enabled learning spaces and 4 teaching departments having LCD projectors in lab/classroom. College has established one Smart class room and has planning to increase this type of class room. Well-equipped computer Labs with 40 computers, LCD and OHPs are available for the faculties for computer aided teaching. The faculties of the Department of Computer Science are always available for assistance whenever needed. The computers and electronic devices are maintained and repaired with the funds available in the college.

We have well organized system for

1. Checking water availability in Toilets & Drinking water availability every day
2. Cleaning Class Rooms, Labs, Veranda, Office Room, Staff Rooms daily
3. Cleaning of Toilets every day
4. Cleaning the campus every week
5. Checking Furniture's in Class Rooms and Office and Checking Building cracks throughout the campus
6. Checking Electrical, Plumbing, Waterline and Sewage line every month. The activities like fumigation, preservation of books from insects, dusts and shelving of reading materials promptly on regular basis are done by the college staff /Library Staff.

A committee of teachers has been formed for proper maintenance and systematic use of the resources available in the college, which is as follows

Various committees are formed in the college for the session 2019-202 as follows. This order will be effective immediately. After receiving the meeting register from the office concerned convener and in-charge will maintain the proceedings for the year.

| S. No. | Name of Committees | Name of Officers         |             |
|--------|--------------------|--------------------------|-------------|
| 01     | Staff Council      | Principal                | Chairperson |
|        |                    | Mr. B. Mahobiya          | Secretary   |
|        |                    | All Professor of College | Member      |

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|----|---|-----------------------------|----------|
| 02 | Student Union/Youth Festival  | Dr. A. K. Dhamgaye          | Convener |
|    |   | Miss Renuka Thakur          | Member   |
|    |   | Mr. Ganesh Kumar Netam      | Member   |
|    |   | Dr. sohan Lal Sahu          | Member   |
|    |   | Mr. Anil Sahu               | Member   |
|    |   | SmtPratimaMeshram           | Member   |
|    |   | Mr. Parath Sahu             | Member   |
|    |   | Miss NehaVaishnav           | Member   |
|    |   | Miss DevshreeDewangan       | Member   |
| 03 | Discipline and Ragging Committee                                      | Mr. B. Mahobiya             | Convener |
|    |   | Dr. A. K. Dhamgaye          | Member   |
|    |   | Mr. K. R. Thakur            | Member   |
|    |   | Mr. C. K. Sahu              | Member   |
|    |   | Miss Renuka Thakur          | Member   |
|    |   | Mr. Ganesh Kumar Netam      | Member   |
|    |   | Miss AashaVerma             | Member   |
|    |   | Mr. Deepak Jayaswal         | Member   |
| 04 | Sports Committee  | Dr. A. K. Dhamgaye          | Convener |
|    |   | Mr. Ganesh Kumar Netam      | Member   |
|    |   | Mr. Chandan Kumar           | Member   |
|    |   | Mr. Ishwar Lal Khare        | Member   |
|    |   | Mr. Gajendra Sahu           | Member   |
|    |   | Mr. Parath Sahu             | Member   |
|    |   | Mr. Rakesh Sahu             | Member   |
| 05 | Cycle Stand and Canteen Committee                                     | Mr. Ganesh Kumar Netam      | Convener |
|    |   | Mr. Chandan Kumar           | Member   |
|    |   | Dr. sohan Lal Sahu          | Member   |
|    |   | SmtPratimaMeshram           | Member   |
|    |   | Mr. Parath Sahu             | Member   |
| 06 | Finance Committee   | Mr. B. Mahobiya             | Convener |
|    |   | Dr. A. K. Dhamgaye          | Member   |
|    |   | Mr. K. R. Thakur            | Member   |
|    |   | Mr S. R. Dhruw              | Member   |
| 07 | career guidance/Personality development/MukhyaMantriSkill Development | Dr. A. K. Dhamgaye          | Convener |
|    |   | Miss Renuka Thakur          | Member   |
|    |   | Mr. Ganesh Kumar Netam      | Member   |
|    |   | Mr. Yogendra Kumar Dewangan | Member   |
|    |   | Miss AashaVerma             | Member   |
|    |   | Mr. Ishwar Lal Khare        | Member   |
|    |   | Mr. Chandan Kumar           | Member   |
|    |   | Mr. Chandu Lal Verma        | Convener |
| 08 | U.G.C Committee   | Dr. A. K. Dhamgaye          | Convener |
|    |   | Miss Renuka Thakur          | Member   |

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|----|--|--------------------------|----------|
|    |  | Mr. Ganesh Kumar Netam   | Member   |
| 09 | I.Q.A.C. Committee                           | Mr. C. K. Sahu           | Convener |
|    |  | All Professor of College | Member   |
| 10 | Various program implementation committee     | Mr. K. R. Thakur         | Convener |
|    |  | Dr. A. K. Dhamgaye       | Member   |
|    |  | Mr. Ganesh Kumar Netam   | Member   |
| 11 | Accounts Committee                           | Mr. B. Mahobiya          | Convener |
|    |  | Dr. A. K. Dhamgaye       | Member   |
| 12 | Guest Lecturer Recruitment Committee         | Dr. A. K. Dhamgaye       | Convener |
|    |  | Mr. C. K. Sahu           | Member   |
|    |  | Miss Renuka Thakur       | Member   |
|    |  | Mr. Ganesh Kumar Netam   | Member   |
| 13 | College magazine committee                   | Dr. A. K. Dhamgaye       | Convener |
|    |  | Mr. C. K. Sahu           | Member   |
|    |  | Miss Renuka Thakur       | Member   |
| 14 | College Development and Sanitation Committee | Mr. K. R. Thakur         | Convener |
|    |  | Miss Renuka Thakur       | Member   |
|    |  | Mr. Chandu Lal Verma     | Member   |
|    |  | Miss Sewati Sahu         | Member   |
|    |  | Miss Ganga Sahu          | Member   |
|    |  | Smt. Nutan Sahu          | Member   |
| 15 | Women Cell                                   | Mr. B. Mahobiya          | Convener |
|    |  | Dr. A. K. Dhamgaye       | Member   |
|    |  | Miss Renuka Thakur       | Member   |
|    |  | SmtPushpaGanjir          | Member   |
|    |  | SmtAartiBorkar           | Member   |
|    |  | Miss RuhiChandane        | Member   |
| 16 | Teacher- Parent -Alumni Association          | Mr. B. Mahobiya          | Convener |
|    |  | Mr. C. K. Sahu           | Member   |
|    |  | Mr. Ganesh Kumar Netam   | Member   |
| 17 | human right/Environmental committee          | Mr. K. R. Thakur         | Convener |
|    |  | Miss Renuka Thakur       | Member   |
|    |  | Mr. Chandu Lal Verma     | Member   |
|    |  | Mr. Deepak Jayaswal      | Member   |
|    |  | Mr. YogendraDewangan     | Member   |
|    |  | Mr. Anil Sahu            | Member   |
|    |  | Dr. Sohan Sahu           | Member   |
|    |  | Mr. AnuragYadu           | Member   |
| 18 | Time -Table committee                        | Mr. B. Mahobiya          | Convener |
|    |  | Mr. C. K. Sahu           | Member   |
|    |  | Mr. Ganesh Kumar Netam   | Member   |
| 19 | Self finance Course Steering Committee       | Mr. B. Mahobiya          | Convener |
|    |  | Dr. A. K. Dhamgaye       | Member   |

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|----|---------------------------------|------------------------|----------|
|    |                                 | Mr. K. R. Thakur       | Member   |
|    |                                 | Miss Renuka Thakur     | Member   |
| 20 | Library/ Reading room committee | Mr. B. Mahobiya        | Convener |
|    |                                 | Miss Renuka Thakur     | Member   |
|    |                                 | Mr. Ganesh Kumar Netam | Member   |
|    |                                 | Dr. Sohan Sahu         | Member   |
|    |                                 | Mr. KhomudasHirwani    | Member   |
| 21 | Purchasing committee            | Mr. B. Mahobiya        | Convener |
|    |                                 | Dr. A. K. Dhamgaye     | Member   |
|    |                                 | Mr. K. R. Thakur       | Member   |
|    |                                 | Mr. C. K. Sahu         | Member   |
| 22 | Write off committee             | Mr. B. Mahobiya        | Convener |
|    |                                 | Dr. A. K. Dhamgaye     | Member   |
|    |                                 | Mr. K. R. Thakur       | Member   |
|    |                                 | Mr. Ganesh Kumar Netam | Member   |
| 23 | Youth Festival Committee        | Mr. Ganesh Kumar Netam | Convener |
|    |                                 | Mr. Ishwar Lal Khare   | Member   |
|    |                                 | Mr. Shubham Rajput     | Member   |
|    |                                 | SmtNutan Sahu          | Member   |
|    |                                 | SmtDevshreeDewangan    | Member   |
|    |                                 | Miss Sevti Sahu        | Member   |
|    |                                 | Miss DaminiYadu        | Member   |
|    |                                 | Miss Khileshwari Sahu  | Member   |
| 24 | Local examination committee     | Dr. A. K. Dhamgaye     | Convener |
|    |                                 | Mr. K. R. Thakur       | Member   |
|    |                                 | Mr. C. K. Sahu         | Member   |
|    |                                 | Miss Renuka Thakur     | Member   |
| 25 | Information Cell & Media Cell   | Mr. B. Mahobiya        | Convener |
|    |                                 | Mr. K. R. Thakur       | Member   |
|    |                                 | Mr. Ganesh Kumar Netam | Member   |
|    |                                 | Mr. Anil Sahu          | Member   |
|    |                                 | Dr. Sohan Sahu         | Member   |
|    |                                 | Mr. Shubham Rajput     | Member   |
|    |                                 | Mr. Chandan Kumar      | Member   |
| 26 | Scholarship committee           | Dr. A. K. Dhamgaye     | Convener |
|    |                                 | Miss Renuka Thakur     | Member   |
|    |                                 | Mr. Ganesh Kumar Netam | Member   |
|    |                                 | Mr. R. S. Dhruw        | Member   |
|    |                                 | Smt. AratiBorkar       | Member   |
|    |                                 | Mr. YogendraDewangan   | Member   |
|    |                                 | Miss AashaVerma        | Member   |
|    |                                 | Mr. Parath Sahu        | Member   |
|    |                                 | Mr. KhomudasHirwani    | Member   |

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|----|-----------------------------------|------------------------|----------|
|    |                                   | Miss NehaVaishnav      | Member   |
| 27 | Employment and guidance committee | Dr. A. K. Dhamgaye     |          |
|    |                                   | Miss Renuka Thakur     | Convener |
|    |                                   | Mr. Ganesh Kumar Netam | Member   |
|    |                                   | Mr. Deepak Jayaswal    | Member   |
|    |                                   | Smt. PratimaMeshram    | Member   |
|    |                                   | Mr. Gagendra Sahu      | Member   |
|    |                                   | Miss Ganga Sahu        | Member   |