

## **Matru Sewa Sangh Institute of Social Work, Nagpur-440010**

### **Procedure and Policies for Maintaining the Utilizing Physical, Academic and Support Facilities- Laboratory, Library, Sports Complex, Computers, Classrooms etc**

The institute has constituted a Board of Purchase, maintenance and renovation for supervision of purchase of new equipments, their maintenance etc. The committee is mandated with powers to identify and give propositions for developing and maintaining of infrastructure. The committee frames the policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching learning and co-curricular facilities. Accordingly, the institution makes appropriate provisions in the budget. The college Management and the Principal based on recommendations from the Board, implements the propositions about the maintenance of infrastructure. The computers, its accessories and major technical equipments, are maintained by hiring professional technicians.

The physical infrastructure is utilized optimally for conducting all the classes (UG and PG) simultaneously in one single shift. Staff rooms have separate cubical for its teaching. The institute place students at the center of teaching learning process thereby use of modern technology has given paramount importance. The institute acquired green boards for class rooms, OHP and LCD projectors, electrical fixtures, new computers, UPS and Laptops, Wi-Fi connectivity for effective teaching classrooms. The institute provides computers with internet facility to the faculty members, students through its library. Apart from this the college has website open to all. The institute is totally focused on social work education and therefore do not have precision equipment like the ones used in the laboratories in science colleges. However, the Board of Entrepreneurship & Skill Development (Skill-Lab Activities) carries out skill development activities for the students to enhance their skills in working with society tough their field and research based activities and workshops.

The institute has board of library (advisory committee ) under the chairmanship of the Principal to monitor and advise the management/ administration , regarding library timings, regular augmentation of library and facilities, recommending new books and journals , considering the demands of the students and other library users and framing the norms and rules accordingly. The board also gives guidelines for the procurement of costly printed reference books, digital materials, hardware and software necessary for enhancing the library information. The library is made more user -friendly by initiating the 'Open Access Section' for post graduate students of the institute and research scholars. The library rules for outsiders were revised with a view to encourage non students also to make use of the library which is one of its kind in the Vidarbha region.

The institute has sufficient space for playground and infrastructure for indoor games. The Board of Games, Sports, Cultural Activities, Celebrations & Students' Representative Council conducts annual sports for the students. In connection with Annual Social Gathering, sports and games events are organized for 2-3 days consecutively and certificates and prizes are given to winners. However, students desirous of participating in sports outside the institute are encouraged by providing liberal leaves, extra assistance to cover up theory portions lost, flexibility in dates of submissions etc.