

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

1. Construction, maintenance and repairing of academic buildings, library, classrooms, electrical appliances and other physical infrastructure of Pratibha Niketan Mahavidyalaya, Nanded is done by the PN Education Society, Nanded. Principal, Pratibha Niketan Mahavidyalaya, Nanded intimates the construction, maintenance and repairing related requirements as and when required, to the respective PN Education Society of Nanded.
2. The college collects fees from the students, out of which tuition fee & college development fund is utilized for maintenance expenses. Besides, the college also utilizes the fees received under non-grant course.
3. While purchasing equipment from any fund, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment.
4. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.
5. **Library:** The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
6. **Sports:** Regarding the maintenance of sports equipment the college sports in charge is deputed. During the session 2018-19 college participated in Football, Boxing and Hockey.
7. **Computers:** Centralized computer laboratory established to enrich the students. CMS software is used for maintaining faculty and students details. Each Department having appropriate computer for their requirements. Internet and WI-FI Enabled campus.
8. **Classrooms:** The College has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.

Additionally: Lab department maintains the stock register by physically verifying the items round the year. Department wise annual stock verification is done by concerned Head of the Department. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty incharge. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.