

**OFFICE OF THE PRINCIPAL,**  
**MAHATMA GANDHI GOVT. ARTS AND SCIENCE COLLEGE KHARSIA**

2017-18

**Procedures and policies for maintaining and utilizing  
physical, academic and support facilities during the year**

Institution has adequate facilities for teachings teach viz class rooms, labs, computers etc. Mahatma Gandhi College campus stretches over an area of 9.64 acres at a tranquil locale in the highway towards the Raigarh Kharsia road. The entire built in area is divided into three blocks namely the Main block, the Gymnasium Block and new block having a total campus area of 39011.69 sq. metre. The main block is a two storied building with additional room 2 labs of Physics and Chemistry, 3 libraries with one reading library room one for the books gathered as stock and the third room as the PG reading room which consists of Magazines and also departmental reference books, 20 class rooms, 1 girl's common room, 7 rooms for office and other rooms. All the classrooms are allotted for various classes in the time-table. Time table is such planned as to utilize the rooms for multiple subject lectures. Furniture is set according to the capacity of classrooms. These classrooms are also used for various competitions and events organized by various departmental activities. The general library located with 34623 books at the centre of the main building provides everyone an easy access to the library. Out of the 20 class rooms 6 newly added in the new block, three are zoology, botany and geography labs where the classes are also conducted. All the labs have their own time table for the students. This is generally mentioned in the main time table of the college. Labs divide their batches and students come according to the allotted time of their batches. Lab technician and attendants take care of their attendance and issue them required materials of practicals. There are few maintenance rules for the laboratories that in case of any damage caused by the students, they have to pay fine for the damage in the lab.

Sports: We have a stadium with running track, high jump/long jump facility, basketball facilities and a gymnasium with body warming up facilities. In case to inter-college, Sector level, State level and National level participation, department provides T.A. D.A. to students according to the Government norms.

Computers: 5 computers are working in the institute and 3 are useless.

  
(डॉ. पी.सी. घुतलहरे)  
प्राचार्य  
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