



Policy on Maintenance and Utilization of Physical, Academic, and Support Facilities

1. Purpose :-

This policy aims to establish systems and procedures for the effective maintenance and utilization of physical, academic, and support facilities, including laboratories, libraries, sports complexes, computers, and classrooms. Ensuring these facilities are well-maintained and optimally used supports the institution's mission to provide a high-quality educational environment.

2. Scope :-

This policy applies to all faculty, staff, students, and visitors within the institution's premises.

3. Objectives :-

- Maintain facilities in a safe, clean, and functional state.
- Ensure optimal utilization of facilities to support academic, research, and extracurricular activities.
- Foster responsibility and accountability in the use of institutional resources.

4. General Guidelines:-

• Responsibility:-

The Facilities Management Department (FMD) oversees the maintenance and repair of all physical facilities. The Academic Affairs Department manages academic resources.

• Reporting:-

Any damage or maintenance needs must be promptly reported to the FMD using the designated reporting system.

• Usage:-

Facilities must be used solely for their intended purposes. Misuse of facilities will result in disciplinary action.

5. Laboratories:-

• Access:-

Laboratories are accessible during scheduled hours under the supervision of qualified personnel.

• Safety:-

Strict adherence to safety protocols is mandatory. Personal protective equipment must be worn as required.

• Maintenance:-

Regular inspections and maintenance of equipment will be conducted to ensure functionality and safety.

6. Library :-

• Access:-

The library is available to all students and staff during operating hours.

• Borrowing:-

Books and materials must be checked out using the library's system. Borrowers are responsible for the timely return and care of materials.

• Care:-

Users must handle all library resources with care. Any damage or loss of materials must be reported immediately.

7. Sports Complex:-

• Access:-

The sports complex is available for use during designated hours.

- **Safety:-**

Appropriate sports attire and equipment must be used at all times.

- **Maintenance:-**

Regular inspections, cleaning, and maintenance will be performed to ensure the facilities are safe and usable.

8. **Computers and IT Facilities-**

- **Access:-**

Computer labs are accessible during operating hours for academic purposes.

- **Usage:-**

Computers are to be used primarily for educational and research activities. The installation of unauthorized software is strictly prohibited.

- **Maintenance:-**

Routine updates and maintenance of software and hardware will be conducted to ensure efficient operation.

9. **Classrooms-**

- **Access:-**

Classrooms should be used according to the timetable and scheduled activities.

- **Care:-**

Users are responsible for maintaining cleanliness and order. Any technical issues or damages should be reported immediately.

- **Equipment:-**

Classrooms equipped with ICT should be used responsibly, and any misuse or malfunction should be reported promptly.

10. **Review and Compliance:-**

- **Review:-**

This policy will be reviewed annually to ensure its effectiveness and relevance.

- **Compliance:-**

Non-compliance with this policy will result in appropriate disciplinary action, as outlined in the institution's disciplinary procedures.

11. **Continuous Improvement:-**

- **Feedback:-**

Feedback from users of the facilities will be regularly collected to identify areas for improvement.

- **Training:-**

Regular training sessions will be conducted for staff and students on the proper use and care of facilities.

This policy is designed to maintain high standards for our institution's physical, academic, and support facilities, ensuring a conducive environment for education and development.


Principal

Baba Khetanath Mahila Shiksha
Prashikshan Mahavidalaya
Bhitera (Behror) Raj, 301701



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WASTE MANAGEMENT POLICY

1. Purpose:-

This policy outlines the procedures for effective waste management at Baba Khetanath Mahila Shiksha Prashikshan Mahavidyalaya, aiming to promote sustainability and environmental responsibility within the campus.

2. Scope:-

This policy applies to all students, faculty, staff, and visitors of the Institute.

3. Objectives:-

- Minimize waste generation through reduction, reuse, and recycling practices.
- Ensure proper segregation and disposal of waste.
- Promote awareness and responsibility towards waste management among all stakeholders.

4. Waste Management Practices:-

• Segregation:-

Waste is to be segregated at the source into biodegradable, non-biodegradable, and hazardous waste. Clearly labelled bins are provided throughout the campus for this purpose.

• Reduction:-

Efforts are made to reduce waste generation by encouraging the use of digital resources over paper, promoting reusable items, and minimizing single-use plastics.

• Recycling:-

Recyclable materials such as paper, cardboard, glass, and certain plastics are collected separately and sent to recycling facilities.

• Composting:-

Biodegradable waste, including food scraps and garden waste, is collected for composting to be used in campus gardens.

5. Roles and Responsibilities:-

• Management Committee:-

Oversees the implementation and monitoring of waste management practices.

• Environmental Committee:-

Conducts regular inspections, ensures compliance with waste segregation, and organizes awareness programs.

• All Members:-

Students, teachers, and staff are responsible for properly segregating and disposing of their waste, and participating in waste reduction initiatives.

6. Awareness and Training:-

Regular training sessions and awareness campaigns are conducted to educate the campus community about the importance of waste management and proper disposal practices.

7. Review and Compliance:-

• Annual Review:-

This policy will be reviewed annually to assess its effectiveness and make necessary adjustments.

• Compliance:-

Non-compliance with this policy will result in appropriate disciplinary actions as per the Institute's regulations.

This policy underscores Baba Khetanath Mahila Shiksha Prashikshan Mahavidyalaya's commitment to sustainable waste management and environmental stewardship.

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ENERGY CONSERVATION AND ALTERNATIVE ENERGY POLICY

- **Objective:-**

This policy outlines the Institute's commitment to energy conservation and the use of alternative energy sources to meet its energy requirements, ensuring sustainability and efficiency across the campus.

- **Scope:-**

This policy applies to all members of the Institute, including students, faculty, academic and non-academic staff, and visitors.

- **Objective:-**

- Reduce electricity consumption through conservation practices.
- Use alternative energy sources, especially solar energy, to meet energy requirements.
- Increase awareness and responsibility towards energy conservation among all stakeholders.

- **Energy Conservation Practices:-**

- **Design and Architecture:-**

The College building is designed with strategically placed windows and doors to maximize natural light and air flow, thereby reducing the need for artificial lighting and ventilation.

- **Lighting:-**

The institute uses energy-efficient LED lights throughout the campus to reduce power consumption.

- **Power Management:-**

MBC switches have been installed to ensure that the power of the entire room can be turned off when not in use, thereby preventing unnecessary energy wastage.

- **Discipline Committee:-**

Members of the Discipline Committee are responsible for ensuring that lights and fans are switched off when not in use. Regular inspections are conducted to maintain compliance with energy conservation practices.

- **Awareness and Training:-**

Continuous efforts are made to keep students, faculty and staff aware of energy conservation practices. Regular training sessions and inspections are conducted to reinforce these practices.

- **Alternative Energy Sources:-**

- **Solar Energy Initiative:-**

Considering the frequent power cuts in the rural area of the college, the trust, Baba Khetnath Mahila Shiksha Prasar Samiti has implemented the use of solar energy throughout the campus.

- **Solar Power Plant:-**

A 6000 watt solar power plant has been installed on the roof of the college building. This ensures a reliable and sustainable energy source.

Implementation and Monitoring:-

The Management Committee oversees the implementation and monitoring of the solar power system to ensure that it efficiently meets the energy needs of the institution.

6. Roles and Responsibilities:-

- **Management Committee:-** Responsible for the implementation of the solar power system and the overall energy conservation policy.
- **Disciplinary Committee:-** Ensures compliance with energy conservation practices, including turning off lights and fans when not in use.
- **All Members:-** Students, faculty and staff are expected to follow energy conservation practices and attend training sessions.

7. Review and Compliance:-

- **Annual Review:-** This policy will be reviewed annually to assess its effectiveness and make necessary adjustments.
- **Compliance:-** Non-compliance with this policy will result in appropriate disciplinary action as per the Institute's rules.

This policy reflects the Institute's commitment to sustainable energy practices, ensuring efficient use of resources and contributing to environmental protection.


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Green Initiatives Policy

Baba Khetanath Mahila Shikshak Prashikshan Mahavidyalaya is committed to advancing its environmental sustainability efforts through a comprehensive Green Initiatives Policy. The policy focuses on several key areas to promote eco-friendly practices and enhance campus sustainability.

Energy Efficiency: The college prioritizes energy efficiency by optimizing mechanical and lighting equipment. This initiative not only reduces energy consumption but also contributes to environmental conservation.

Water Conservation: Efforts are in place to enhance water conservation measures across the campus. These initiatives aim to minimize water wastage and promote responsible water use.

Waste Management: The college promotes waste prevention through effective waste segregation and composting of organic waste. This approach helps minimize landfill waste and promotes recycling efforts.

Air Quality Improvement: Measures are taken to improve air quality within the campus environment. This includes initiatives to reduce emissions and enhance overall air quality standards.

Environmental Awareness: The college actively promotes environmental awareness among students and staff. Programs such as promoting paperless initiatives, investing in office plants for improved indoor air quality, and increasing the use of electric vehicles contribute to reducing the college's carbon footprint.

Infrastructure Development: Initiatives like building pedestrian-friendly pathways contribute to sustainable transportation options and a safer environment for the campus community.

By implementing these green initiatives, Baba Khetanath Mahila Shikshak Prashikshan Mahavidyalaya aims to create a more sustainable and environmentally responsible campus. These efforts not only align with global environmental goals but also educate and inspire future generations about the importance of environmental stewardship. The college remains committed to continuously enhancing its green practices and fostering a culture of sustainability among its stakeholders.

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