

Procedures And Policies For Maintaining And Utilizing Physical, Academic And Support Facilities - Laboratory, Library, Sports Complex, Computers, Classrooms Etc.

2018-2019


College makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities. The allocated funds are utilized under the observation of various monitoring committees such as Purchase committee, Repair and Maintenance committee, Sports Committee, Library committee, Lab Maintenance Committee etc. of the college. To maintain and upkeep the infrastructure College facilities and equipments, following activities are undertaken by college:-

- At the laboratory, calibration of instruments is done from time to time. The laboratories of the science are well maintained with good equipments for the undergraduate, postgraduate students. Transparency is maintained in purchase through inviting quotations from 2 to 3 reputed dealers. The order is finalized on the basis of quality/cost/service with the dealer. The items purchased are entered in the respective stock registers of the departments and these are routinely checked by verification committee appointed both at the college level and also by the government.
- Each academic year seeks fresh enrollment of students for indoor & outdoor tournaments. The final list of teams is intimated to the University & Coaching plans are drawn up at the campus. Once the team is confirmed, 3 days prior to the event, eligibility criteria is sent to the University. Practices for indoor & outdoor tournaments are held regularly. Students receive their sports allowances as per rules. Sports equipments' purchase is done as per the requirements. All the details of teams & financial aspects are recorded.
- The library of the college has text books. College Proctor issues I-Card to the students after that students borrow books according to their needs. There is no Librarian appointed by the govt. in our college. All the Departmental Heads take the responsibility of maintaining the books of their respective department and issue to the students according to their needs.
- For regular maintenance & ICT, Water filters, Fire extinguishers, LCDs, etc. are done by outsourcing technical personal from time to time.
- All classrooms & washroom upkeep is regularly carried out by special supporting staff.
- There is Stock Maintenance Committee in every department, who 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, Printer, Scanner etc are done by Lab Maintenance Committee.
- Overall maintenance of campus development of campus is done by Campus Discipline and Cleanliness Committee of the college.
- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by outsourcing personnel.
- College campus maintenance is monitored through regular inspection.
- Upkeep all facilities and cleanliness of environment is done by environmental club.

- Outsourcing is done for maintenance and repairing of IT infrastructure such as computers.
- Internet facilities including Wi-Fi and broadband. Updating of softwares is done by Computer Assistants.
- Outsourcing is done for the maintenance of furniture, electrical facility and plumbing.
- Regular maintenance of the water cooler and water purifier is done by outsourcing agents.
- The maintenance of the reading room and stock verification of library books is done regularly by College staff.


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