

Policy for utilization and maintenance of Physical, Academic and Support facilities

Policy for Utilization

Introduction:

Our college ensures optimal allocation and utilization of the available resources for maintenance and upkeep of different facilities including Principal's office, Administrator office, Classrooms Seminar Rooms, NSS room, NCC room, Women Cell Room, IQAC office, Placement cell, Sports Room, Laboratories, Computer Room, Common Rooms for boys and girls, College Canteen, Staff Room, Meeting Room, Library, Parking, Conference rooms, Ground for sports etc. in the interest of students.

Utilization of Classrooms:

The Principal assigns a time-table in charge who in consultation with HOD's of various departments prepares the time-table for the academic session. It is the responsibility of the time-table in charge to allocate all the classrooms keeping in mind the maximum utilization of classrooms. The time table is drafted in accordance with the college working hours i.e. from 9:00 am to 4:00 pm. It is ensured by the time-table in charge that all the classrooms are allocated according to the time-table from Monday to Saturday considering the strength of class.

Utilization of Administrative Office:

Administrative office is designed in such a way that the administrative staff members are allotted separate cabins according to their respective needs. One store room is attached with the administrative office for keeping the old records of

account books, admission documents and other important files. Another store room is especially allocated to the office staff members. It is supervised by deputy superintendent of the college.

Utilization of Laboratories:

Laboratory is a facility provided by the college for performing scientific experiments or practical work by the students. Our college has various science labs viz. physics, chemistry, Botany, Zoology, Home Science and Computer Science. The students are divided into different batches for smooth conduct of practical work. The Head of Department adjusts the time-table of practical classes in such a manner that there is no dispute or clash among practical batches. The practical labs are also utilized for identifying slow learners and work upon their deficiencies.

Utilization of Library:

Our college library is supervised by a qualified librarian. A Library committee is constituted for proper maintenance and functioning of the library. Online books, magazines, digitalization & computer facilities are available in the library. The Library is classified into various sections comprising cabin for the librarian; cabin for using online educational resources; counter for issuing books; reading room for students with proper seating arrangement and separate reading room for staff members. Our library also provides an access to e-resources with an availability of studying online journals and magazines. The library has a store room to store old books, Journals, magazines and newspapers. The library facilities can also be availed by external users such as alumni and guardians of students with prior permission of the competent authority. The library facility is available from 9:00 am to 4:00 pm every day except on holidays. It is the responsibility of the librarian to ensure that there is no misuse of the library by any user.

Utilization of Sports:

The sports facilities are designed by the college authority for internal and external users. All sports facilities present in the campus are used for sports education, competition and re-creation of the college students and staff members. The college has a basketball court, cricket pitch, volleyball, badminton court, weight lifting and other indoor games for the students. These facilities are availed by the students of our college as schedule prescribed by Health & Physical Education Incharge so that it does not disturb the classes. The duty of issuing and returning of the sports material used for practice is assigned the ground man.

College sports facilities are also made available to external users during the events of inter college or other sports competitions.

Utilization of Seminar Room:

The computer technician and electrician make all arrangements in the seminar room. The seminar room is used for various purposes viz. conducting workshops/conferences; organizing guest lectures for students, faculty and staff members; organizing quiz competitions and organizing extension activities.

Utilization of Meeting Room:

The meeting room is equipped with LCD TV and projector facility and is used for the meetings of managing committee of our college; meetings of faculty and staff members and meetings of IQAC with the permission of competent authority i.e. the principal of the college.

Utilization of Auditorium:

The college has a big auditorium with a seating capacity of about 500 people. This facility is availed by both internal and external users with the permission of the principal. The various events are organized in the auditorium: talent show competition, youth festival, conferences/workshops, alumni meet, blood donation camp, annual functions, convocation and rehearsals of cultural programmes.

Utilization of Common Rooms:

The college has two common rooms for boys and girls. The common rooms are equipped with various facilities like comfortable sitting arrangement; availability of magazine and newspapers; first aid kit; clean and hygienic washrooms; sanitary napkin vending machine in girls' common room and notice boards to display information.

Utilization of Staffroom:

The teaching staff room of the college is equipped with facilities like RO System for safe drinking water, refrigerator, Wifi cable network, Microwave oven, Pigeon hole cabinet for teachers, clean and hygienic toilets, comfortable furniture, display board for notices and availability of newspaper.

Utilization of Parking Space:

The college has its own parking which is exclusively for internal users i.e. for teaching and non-teaching staff and enrolled students of the college. Outsiders are not allowed to park their vehicles in the parking area of the college. Only visitors, members of the inspection committees and other esteemed guests are allowed to

bring their vehicles inside the campus. A security guard is appointed (24*7) to check the proper parking system.

Utilization of Canteen:

The college canteen is utilized by internal users of the college. No outsiders are allowed to enter the college canteen. The canteen is sublet to one outside contractor by floating a tender. It is the duty of the contractor to keep it clean and hygienic. Food items and beverages are sold on affordable and pre-approved prices. The principal appoints a canteen committee which inspects regularly the maintenance of hygienic in the canteen.

Policy for Maintenance of Facilities

Purpose of the Policy:

The college has established a system for maintenance and utilization of Building, Classrooms, Sports, Laboratories, Library and Physical facilities. The main objective of the above policy is to explain procedures and guidelines for the maintenance and upkeep of infrastructure and Physical facilities.

Maintenance of Classrooms and Seminar Hall :

College has Classrooms, auditorium, Seminar Halls and Staffroom with sufficient sitting capacity. Two full time sweepers are appointed for the cleanliness of above rooms. They are monitored and supervised by the college Deputy Superintendent, who allots them various sections for cleaning and maintenance.

All classrooms are fully ventilated and have a proper lighting arrangement. In the beginning of every session, proper availability of blackboards, lighting and furniture in classrooms is checked by the concerned committees.

Maintenance of Library:

The college has a well equipped library with necessary books, journals, magazines and periodicals and digitalization and computer facilities. The library is run by a qualified librarian and other helping staff. The library committee is constituted for proper maintenance and functioning of the library. The requirement and list of books is taken from all the departments every year at the beginning of the session. The required books are purchased after the approval of the principal. The addition and withdrawal of journals and magazines for the next academic session is done with the recommendations of the library committee.

A “No Dues” certificate from the library is mandatory for all students before appearing in the examination to ensure timely return of books. The library staff maintains a proper account of visitors (students and staff) on a daily basis. Other issues such as weeding out of outdated and old syllabus books, physical verification of library stocks, schedule of issue/return of books etc. are chalked out/resolved by the library committee as per requirement.

Maintenance of Laboratories:

This policy provides guidelines for maintenance of all types of equipment used in various laboratories. The laboratories are maintained by lab technicians and supervised by the concerned HOD's. The respective departments follow a proper procedure for the purchase of various lab equipments, and then the purchase equipment are entered in the stock register. The effective functioning of the equipments is inspected regularly by the Lab attendant and electrician to ensure safety. In the Physics Lab, electronic equipments are protected by using voltage stabilizers. Museums of Zoology and Botany departments conduct maintenance by using approved preservation with the help of trained attendants. For Major problems in labs, support from vendors is taken on the recommendation of HOD and due approval of the Principal.

Maintenance of Computers and Electrical Equipment:

The college has a centralized computer laboratory with a sufficient number of computers. Computer technicians look after maintenance of IT resources like computers, printers, replacement of tonners, software problems and networking issues. Minor repair and problems in the computers are resolved by the technician. For major problems, the outside experts are hired on the recommendation of the computer committee and Principal.

For day-to-day replacement and repairs, the college has a trained electrician. Problems regarding electrical wiring replacement or fitting of light tubes, bulbs, switches etc are done by electricians. If some major problem arises, it is referred to the concerned committee and resolved with due permission of principal.

Maintenance of Sports:

The College games and sports activities are supervised and maintained by Sport-in-charge of the college. Requisition for the purchase of new equipment is made by the sports committee with the approval of the principal. Maintenance of ground is done through the grounds man of the college.

Maintenance of Physical Infrastructure and college Building:

For the maintenance of college buildings the college adopts a regular procedure of repair, renovation and maintenance. White wash on the building is done whenever required. The entire procedure is decided by the college principal after consultation with the construction and maintenance committee with due approval of the managing committee.