

4.4.2 Procedure and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sport complex, computers, classrooms etc.

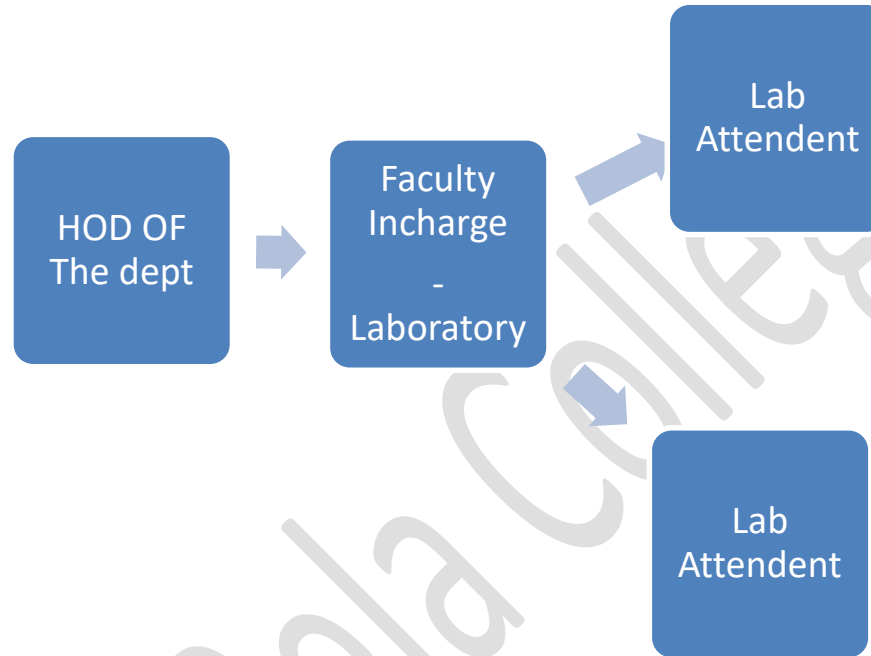
The college ensures highest allocation and utilization of the available financial resources for maintenance and balance different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received .

Laboratory- General laboratory policies

- No food or beverages is to be consumed in Laboratories.
- Students are required to wear proper clothing e.g. Lab coats
- Long hair presents a serious fire hazard and must be properly pulled back.
- Students are not to sit on the laboratory benches or on the floor in the laboratories.
- First aid materials are located in the laboratory and should be used whenever needed.
- Students must wash their hands before leaving the lab.
- The Laboratory work areas are to be left in a clean and orderly condition.

Operational procedures

- The user of laboratory should read and follow the code of practice.
- No practical should take place until the whole procedure should be read and understood by students from manual.
- Full records should be kept with practical files.
- Management should appoint a lab assistant who will oversee safe working in the laboratory.
- Lab assistant should be there in lab throughout the experiment.
- Practical files should be checked regularly after viva-voce.
- No set of procedure is perfect and all staff should be encouraged to suggest improvement to these procedures and code of practices.



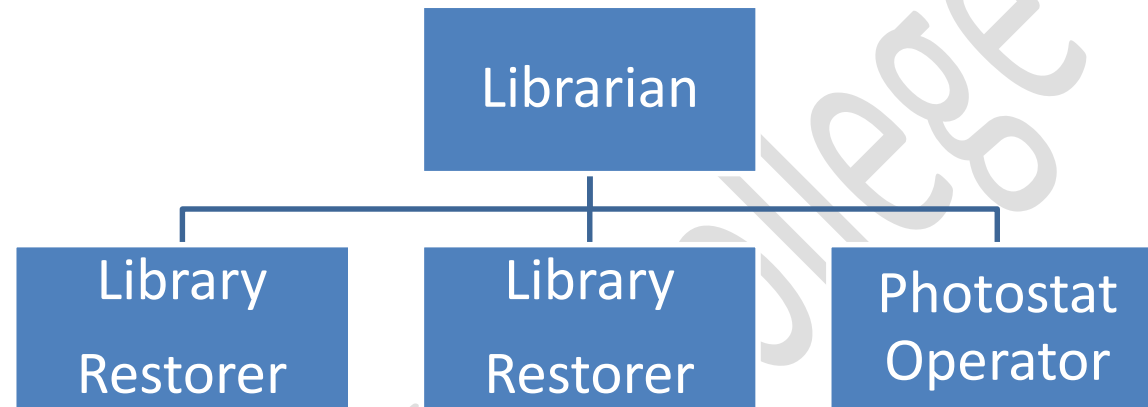
Library-

Policies of Library:

- Collection Development Policies
- Acquisition Policies
- Library Cards and Circulation
- Electronic Resources
- General Rules and Guidelines For Students & Staff.

Procedures Of Library:

- The requirement and list of books is taken from the concerned departments and HoDs are process. The finalized list of required books is duly approved and signed by the Principal.
- Every year in the beginning of session, students are motivated to register themselves in library to use INFLIBNET (NLIST Programme). The number of INFLIBNET users were increases year by year.
- The Library has special facility of Digital Library for students by setting up two special computers for them.
- 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.
- The proper account of visitors (students and staff) on daily basis is maintained.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.
- Question papers and Syllabus are also provided in the Library to the students.



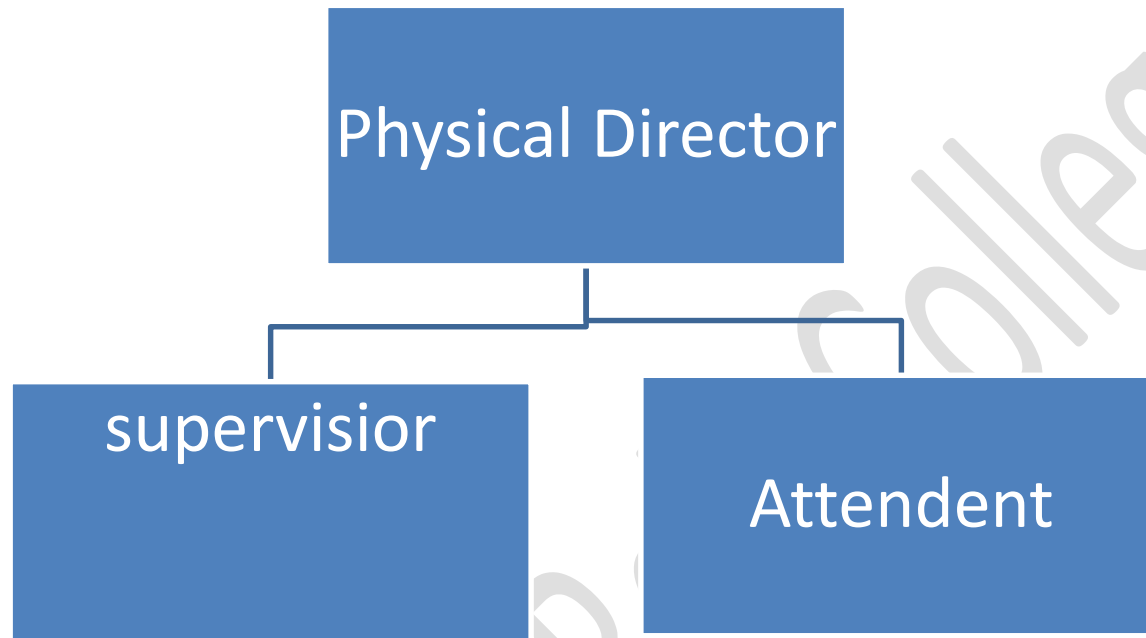
Sports:

Policies of Sports:

- Promote Sportsmanship among Students.
- To keep away the Students from drugs.
- To keep them physically fits and mentally strong.

Procedures of Sports:

- The sport department is facilitated by the HOD (Physical Director) to educate the students. The makers of the department makes the play field ready for the students, by making the play grounds and providing the play equipments.
- College provide the sports equipments for indoor and outdoors games like chess,carom,ludo, badminton etc(Indoors) and volleyball, kabaddi ground ,ropes for thug of war,zavlin throw, discus throw(Outdoor)
- Practice is done by the students under the supervision of DPE (Director of Physical education).
- College hires the Two DP's for the sports.
- Students participated in the college competition at national ,Inter University ,inter College competitions.



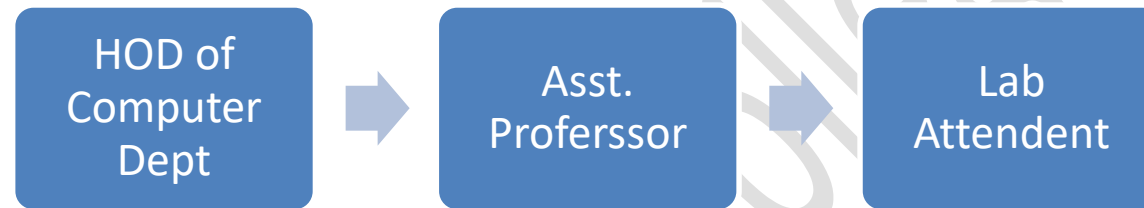
Computers-

Policies of Computers:

- To provide the Knowledge about latest Technology & update information to the students there is provision to establish computer labs within the college campus by using UGC funds and later on these funds are also used for maintenance of Computer labs.
- Labs Technicians ,Lab Attendant Are hired to maintain the computer & their proper Functioning.
- Centralized computer laboratory established by UGC funds and more funds are used to maintain computers in the college. Computer Maintained by Technician is done regularly and non-repairable systems are disposed off.

Procedures of computer:

- After the admission of the Students into the college as per their computer subjects computer labs are allocated to the students for their practical lectures.
- According to the computer subjects students perform their practical's in the computer Labs.
- Different software's are installed in the computer labs like C,C++,Ms Word Office etc.



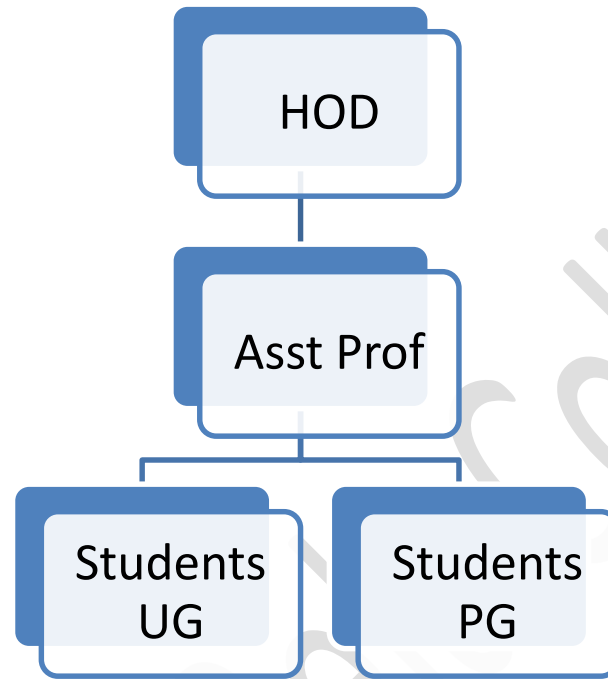
Classrooms-

Policies Of Classrooms:

- The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments. .
- A complaint/Repair register with care taker in which students as well as faculty can register their problems which are resolved within a set time frame.
- Our College has its own workshop where furniture repair is done without any charges.

Procedures of Classrooms:

- With the help of the three full time sweepers cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner
- Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.
- Projectors are there in the class room for smart learning.
- Class rooms are well equipped with furniture in terms of Chairs and tables ,Lecture Desk ,Fans Lights Etc



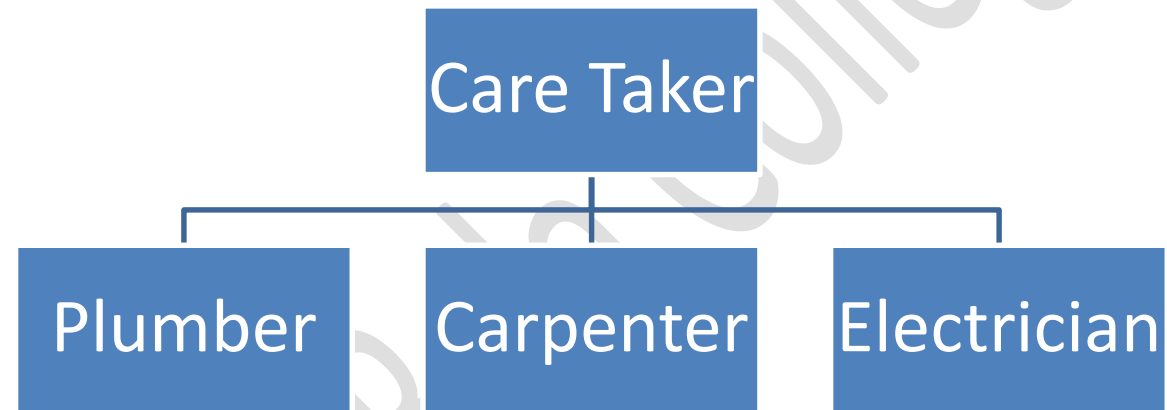
Civil Maintenance:

Policies:

- To hire technicians by college . The interested candidates visit at our college with all their credentials.
- To keep the maintenance of college infrastructure up to date.
- Technicians are employed on regular basis.

Procedures:

- There are technicians, plumber, carpenter & Electrician deputed by management who ensure the maintenance of classrooms and related infrastructure.
- Plumbers ensure the proper maintenance of the college tabs.
- Carpenter ensures the maintenance of wooden equipments of the college.
- Electrician ensures the proper working of electricity in the college campus.



Vehicles: Transport:

Policies of Transport:

- To provide facility of Transport to girl & Staff .It is being difficult to come through route buses and also provide one ambulance by the Punjab government.
- There are 3 buses , and one ambulance . The buses are covering all the routes for the use of staff and students. The emergency van / ambulance is available in the college campus 24*7 hours for students and faculty at the time of emergency.
- These Three buses are covered three routes which are follows:
 - R1 Machiwara to Bela
 - R2 Chandigarh to Bela
 - R3 Ropar to Bela
- Ambulance also available for neighboring villages all the time in case of any emergency.
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Procedures of Transport:

- List of Students and Staff is collected by the office to provide facility of buses to the staff.
- The fair is calculating depending upon the distance from college.
- The machiwara and Chandigarh buses on contract basis, buses from ropar are provided by management.
- Drivers are regular workers of college and they serve the ambulance during night hours.
- The maintenance of buses are recommendable by principal and done by management.

