

Procedures and policies for maintaining and utilizing physical, academic and support facilities

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

Laboratory- Record of maintenance account is maintained by lab technicians and supervised by subject faculties of the concerned departments. Other measures to maintain laboratories are as follows: The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises and record of maintenance is maintained by teachers and instructors and supervised by principal.

Classrooms- College has sufficient classrooms according to requirements of classes. All the classrooms are well maintained and well ventilated. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment. With the help of the two 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 as well as faculty can convey their problems which are resolved within a set time frame. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. Library- The requirement and list of books is taken from the concerned departments and principal is involved in the 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, library card is issued. Provision of suggestion box is also available. 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 record of visitors and movement register on daily basis is maintained.

Sports: Each academic year seeks fresh enrolment of students for indoor/outdoor tournaments. Practices for indoor/outdoor tournaments are held in the mornings/evenings respectively. Sports equipment purchase is done as per the requirements. All the details of the team's financial aspects are recorded.

ICT-related services: For ICT maintenance technical personnel is appointed on campus and to manage ICT a system administrator is appointed. A periodic check

of all the devices and maintenance of software is carried out as and when the need arises. If the system requires any repairs, a maintenance slip is filled and given to the office. The technical personnel does the needful.

Other facilities Periodical servicing of facilities like Water filters, A.C.s, Fire extinguishers, LCDs, etc. are done as per the academic calendar. All classrooms washroom upkeep is regularly carried out by special supporting staff, the supervision of which is done by the committee in charge. Regular building maintenance is carried out at periodic intervals.

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