

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS

The maintenance and utilization of the College physical facilities is carried out by the College Physical Development Committee with the head of the institution (Principal) as the Convener. For maintenance of a clean campus environment, grade IV staffs are assigned to various jobs and duties – cleaning of classrooms, corridors, faculty room, toilets, office, library, College compound etc. are done on regular basis. Skilled workers are hired for repair works relating to buildings, furniture, etc. 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. College campus maintenance is monitored through regular inspection, Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee.

Laboratory: Record of maintenance account is maintained by lab technicians or lab incharges and supervised by HODs of the concerned departments. The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

Lab incharges maintain the stock register by physically verifying the items round the year. Department wise annual stock verification is done by committee constituted by principle of the college annually.

Library: The Library Advisory Committee headed by the Principal is constituted to look into the smooth and efficient functioning of the Library. It also tackles issues relating to library facilities. There is a librarian with supporting staff to help student and teaching faculties in searching and lending books in the library. There are 12962 Textbooks, 1,030 reference books, 80409 eBooks in the library. At the time of admission, students are issued digitized library cards which will be valid till their final semester. Internet facility is provided in the library and students can access the facility for availing e-resources and other web based information. Photostat facility is also available in the library. These facilities can be availed on nominal payment with due permission from the librarian. The library is under cctv surveillance.

1. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

2. 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.

3. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.

4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

Sports: Member from non teaching staff is deputed for maintenance of sports article and he works under the guidance of assistant/associate professor in physical education. During this session 2017-18 college participated in various intercollege competitions held at different parts of Himachal Pradesh. College also organizes various intercollege competition as assigned by Himachal Pradesh University. Annual athletic meet is annual feature of college in each academic session.

Computers:

1. Computer laboratories of MCA, PGDCA department has sufficient numbers of computers and each Department has appropriate computers according to requirement.
2. Internet facility is available in campus.
3. Computers are repaired and updated as need arises.
4. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant and they are headed by the faculty incharge.
5. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.

Classrooms:

1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and others.
2. Administrative officers will take in charge for student's academic requirements.