

6. Facilities for students

Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities

6.1 Support Facilities

The institution has a well-defined, decentralized, and need-based mechanism for the creation, utilization, and maintenance of physical, academic, and support facilities. The process is overseen by the Principal and implemented through statutory committees such as the Purchase Committee, Building Committee, Library Committee, Sports Committee, IT Cell, and Maintenance Committee.

1. Policy Framework

The college follows a policy that ensures:

- Optimal utilization of available facilities
- Scheduled preventive maintenance
- Timely repair and replacement
- Transparent purchase procedures
- Safety compliance and sustainability measures

Financial resources for maintenance are sourced from State Government, RUSA, UGC, PTA, A/F, and Self-finance schemes.

2. Utilization of Academic Infrastructure

- Time-tables are prepared ensuring optimum use of classrooms, laboratories, seminar halls, the multipurpose hall, and smart rooms.
- Laboratories (Science, Computer, B.Voc, Geography, Music, etc.) follow lab-use protocols, logbooks, stock registers, and chemical/equipment records.
- ICT-enabled classrooms are utilized regularly for presentations, online sessions, and blended teaching.

3. Maintenance of Academic Infrastructure

- Annual Maintenance Contracts (AMC) are maintained for ICT equipment, computers, projectors, photocopiers, and CCTV systems.
- Laboratory equipment undergoes routine calibration, servicing, and replacement.
- Smart classrooms and digital podiums are regularly updated by the IT Cell.
- Electrical systems are inspected periodically by certified technicians.

4. Upkeep of Physical Infrastructure

- Daily cleaning and sanitation are carried out by Grade-IV staff under supervision of the Office Superintendent.
- Buildings, roofs, furniture, water coolers, drinking water points, and restrooms undergo periodic maintenance.
- Professional plumbers, electricians, and carpenters are hired for specialized work.
- Garden and botanical areas are maintained regularly by dedicated staff.

5. Safety and Security Measures

- CCTV surveillance covers classrooms, hostel, library, laboratories, and corridors.
- Fire extinguishers are installed and inspected regularly.
- First-aid & Sick Room facilities are available.
- Separate common rooms for boys and girls with adequate amenities ensure safety and comfort.

6. Sports and Hostel Facility Maintenance

- Sports grounds, gym, indoor sports areas, boxing ring, and courts are maintained by the Department of Physical Education.
- Boys' hostel is under 24x7 CCTV surveillance, Wi-Fi enabled, and maintained by the Warden with structured grievance reporting.

7. Monitoring and Feedback

- Stakeholder feedback (students, faculty, hostel residents) is collected regularly.
- IQAC reviews infrastructure expansion and maintenance annually.
- Reports are submitted to the Principal for action and budget allocation.

This structured and transparent system ensures optimal utilization and sustained quality of institutional facilities.

B. 6.2 – Library as a Learning Resource

The institutional library is a central academic hub equipped to support teaching, research, and self-learning.

1. Library Resources

The library houses:

- **13,782 textbooks**
- **1,030 reference books**

- **80,409 e-books**
- **3,828 e-journals**
- Subject-wise text, reference, competitive exam materials
- Newspapers, magazines, periodicals
- Digital library terminals

2. ICT and Digital Access

- Access to **N-LIST / INFLIBNET** e-resources
- OPAC-enabled search system
- Internet-enabled reading spaces
- CCTV coverage for all reading areas
- Reprographic, scanning, and printing facilities

3. Library Automation

- Library is partially/fully automated with standard ILMS software.
- Barcode/RFID (if applicable) used for circulation
- Digital attendance and digital issue-return logs maintained

4. Learning Support Services

- Reading rooms for students and faculty
- Dedicated Digital Library with e-learning terminals
- IGNOU Study Centre and IGNOU Library operate within the campus
- Orientation sessions for new students on e-resources
- Book bank facility for economically weaker students
- Department-wise reference sections

5. Maintenance and Upgradation

- Annual stock verification
- AMC for digital equipment
- Damaged books are repaired or replaced
- Library committee reviews purchase proposals and resource augmentation annually

With strong print and digital holdings, the library provides a technology-supported and learner-friendly environment.

C. 6.3 – IT Facilities

The institution has made significant investment in ICT to support digital learning and administrative efficiency.

1. ICT Infrastructure

- High-speed optical fibre network across the campus
- Dedicated server room for secure data management
- Fully functional smart classrooms with projectors, digital podiums, sound systems, and interactive software
- ICT-enabled laboratories in Science, Commerce, Arts, B.Voc, BCA, MCA, and MBA blocks
- Wi-Fi access in academic blocks and hostel area

2. Computing Resources

- Multiple computer labs:
 - BCA Lab
 - MCA Labs (Old & New)
 - PGDCA Lab
 - Computer Science Lab
 - B.Voc Retail Lab
 - Physics Computer Lab
- High-configuration systems upgraded regularly
- Licensed software for academics and MIS operations

3. Digital Administration

- College website updated regularly
- Online notices, results, academic calendar, and exam updates
- Digital attendance system for staff (if applicable)
- ICT-supported IGNOU Study Centre
- CCTV surveillance across campus including hostel, offices, labs

4. E-Learning Support

- Smart Seminar Hall and Virtual Classroom

- Online teaching-learning through digital resources
- Multimedia content creation support for faculty
- Access to e-notes, study materials, and e-resources

5. IT Maintenance

- IT Cell manages hardware/software support
- AMC for computers, projectors, printers, and CCTV
- Periodic upgradation of website and digital tools
- Antivirus installed in institutional systems

The college ensures robust, secure, and up-to-date IT infrastructure for academics and administration.

D. 6.4 – Maintenance of Campus Infrastructure (Expenditure Statement)

1. Financial Allocation

The institution allocates funds annually for:

- Building maintenance
- Equipment purchase and repairs
- ICT maintenance
- Library augmentation
- Sports and laboratory strengthening

Funds come from:

- State Government grants
- RUSA grants
- PTA, A/F, Self-finance funds
- UGC/other schemes

2. Maintenance Mechanism

- Building Committee and Purchase Committee recommend works
- Quotations collected as per financial rules
- Expenditure audited annually
- AMC maintained for ICT and electronics

- Stock verification done regularly

Principal Office



Parking Area



Superintendent Office



Entrance of College



Guest Room



IGNOU Study Centre:



Staff Room



Conference Hall



Multipurpose Hall



Seminar Hall





College Stage



Arts Block & Library



B.Voc Block



MCA/MBA



LABS (Phy, Chem, Bot, Zool, Geog, B.Voc, computer labs)



Science Block



Commerce Block



Fitness Gym



Basketball Court



Badminton Court



College Canteen





NCC



NSS



Rovers & Rangers



Out-Door LED Panel



Interior view Library



Class III and IV Accommodation



Boxing Ring



New Academic Block



Garden



Residential Quarters for teaching and Non-teaching Staff



Parking for staff and student



Power Supply



Virtual Classroom



NSS



Rovers & Rangers



First Aid cum Sick Room and Sanitary Vending Machine



Figure 9. Sustainable Infrastructure Management and Student Support Framework.

BLOCK-WISE INFRASTRUCTURE DETAILS

ADMINISTRATIVE BLOCK (A)

Ground Floor

Sr. No.	Room	Category	Seating	Remarks
1	Principal Office	Smart Office	–	Strong Room, Pantry, Rest Room
2	Exam Store	Store	–	Attached to Principal Office
3	Admin Hall	Office	08	Supdt. & Clerical Staff
4	Fee Collection Centre	Office	–	–
5	Faculty Staff Room	Staff Room	40	–
6	IGNOU Study Centre	Office	–	–
7	IGNOU Library	Library/Exam	–	–
8	Room 202	Classroom	60	–
9	Room 203	Classroom	60	–
10	College Staff Room	Staff Room	–	Smart LED Panel, Attached Toilets
11	Pantry	Pantry	–	Faculty

Sr. No.	Room	Category	Seating	Remarks
12	Toilet – Male	Toilet	01	Staff
13	Toilet – Female	Toilet	01	Staff

1st Floor

Sr. No.	Room	Category	Seating	Remarks
14	Examination Room	Evaluation Centre	–	–
15	Guest Room	Guest	–	Fully Equipped

BBA Department

Sr. No.	Room	Category	Seating	Remarks
16	Coordinator Room	Office	–	–
17	Staff Room	Staff Room	–	BBA
18	Computer Lab	Lab	40	–
19	Room 210	Smart Classroom	–	–
20	Room 211	Classroom	–	–
21	Room 212	Smart Classroom	–	–

ARTS BLOCK

Ground Floor

Sr. No.	Room	Category	Seating	Remarks
22	Library	Library + Digital	80	–
23	Room 401	Smart Classroom	80	–
24	Toilets – Boys	Toilet	03	Students
25	Toilets – Girls	Toilet	03	Students

1st Floor

Sr. No.	Room	Category	Seating	Remarks
26	Girls Common Room	Common Room	80	–
27	Room 403	Classroom	80	–
28	Room 404	Classroom	80	–
29	Room 405	Classroom	80	–
30	Faculty Room	Faculty	–	Economics
31	Faculty Room	Faculty	–	Political Science
32	IQAC Room	Office	–	Attached Toilet
33	PG Classroom	Classroom	40	MA Pol. Sci. & Eco
34	Toilet – Boys	Toilet	03	–
35	Toilet – Girls	Toilet	03	–

2nd Floor

Sr. No.	Room	Category	Seating	Remarks
36	Room 406	Classroom	80	–
37	University Exam Centre	Exam Room	–	Attached Toilet
38	Multipurpose Hall	Smart Hall	500	–
39	Toilets – Boys	Toilet	03	–
40	Toilets – Girls	Toilet	03	–

SCIENCE BLOCK

- ✓ LT Classrooms
- ✓ Labs (Chemistry, Physics, Botany, Zoology)
- ✓ Research Centre

- ✓ NSS, Stores, Dark Rooms
- ✓ ICT-enabled Conference Hall
- ✓ All Toilets and Seating Capacities

COMMERCE BLOCK, BBCA BLOCK, BMBA/MCA BLOCK

FACULTY ACCOMMODATION & HOSTEL

Professor Colony

Sr. No.	Type	Units	Remarks
118	Principal House	1	Fully furnished
119	Faculty Quarters	16	Separate access

Boys Hostel

Sr. No.	Facility	Description	Qty	Remarks
120	Hostel Rooms	5 beds each, total 6	–	CCTV
121	Warden House	Type 4	1	Furnished
122	Chaukidar Quarter	–	1	–
123	Common Room	TV, RO, Wi-Fi	1	–
124	Sports Room	TT Room	1	–
125	Lawns	Sitting Area	3	–
126	Parking	–	–	Fenced

Regular Use of College Playground

The playground of Government College Una is an essential infrastructure facility that significantly contributes to the holistic development of students. The space is regularly used for sports, physical training, co-curricular activities, and community-building

events. The following report highlights the consistent utilization of the college playground supported by recent photographic evidence of various events and student participation.

Types of Activities Conducted Regularly

Sports Events and Competitions

The playground serves as the primary arena for hosting intra-college and inter-departmental sports competitions. Activities regularly conducted include:

- **Kabaddi Matches:**

The images show students actively participating in organized kabaddi events on cushioned blue mats, indicating the use of proper sports setup. A large audience of students and faculty members demonstrates high engagement and encouragement of athletic culture.

- **Kho-Kho & Track Marking:**

The ground is frequently marked for kho-kho and track-based events. The white-lined fields, cones, and systematic arrangements in the images highlight regular organization and maintenance.

- **Tug of War:**

Photographs reveal energetic participation in tug-of-war events even in rainy conditions, reflecting both resilience and the consistent use of the playground for traditional sports.

Student Participation and Engagement

The images clearly depict:

- A large number of students gathering around playground activities.
- Active involvement in both participating and spectating roles.
- Participation by both male and female students, demonstrating inclusiveness.
- Presence of faculty and staff, indicating institutional support and supervision.

Such engagement promotes teamwork, discipline, sportsmanship, and physical fitness—key aspects of outcome-based education.

Infrastructure and Safety Measures

- The playground is well-maintained with regular marking of tracks and fields.
- Use of protective mats for contact sports such as kabaddi ensures safety.
- Adequate open space allows for multiple events to be conducted simultaneously.

- Ground staff and coordinators can be seen monitoring events, ensuring smooth and safe conduct.

Co-Curricular and Community Events

Beyond sports, the playground is also utilized for:

- College week celebrations
- Annual sports meet
- Fitness-related activities
- Group gatherings and cultural rehearsals

This highlights the versatility of the playground in supporting diverse college activities.

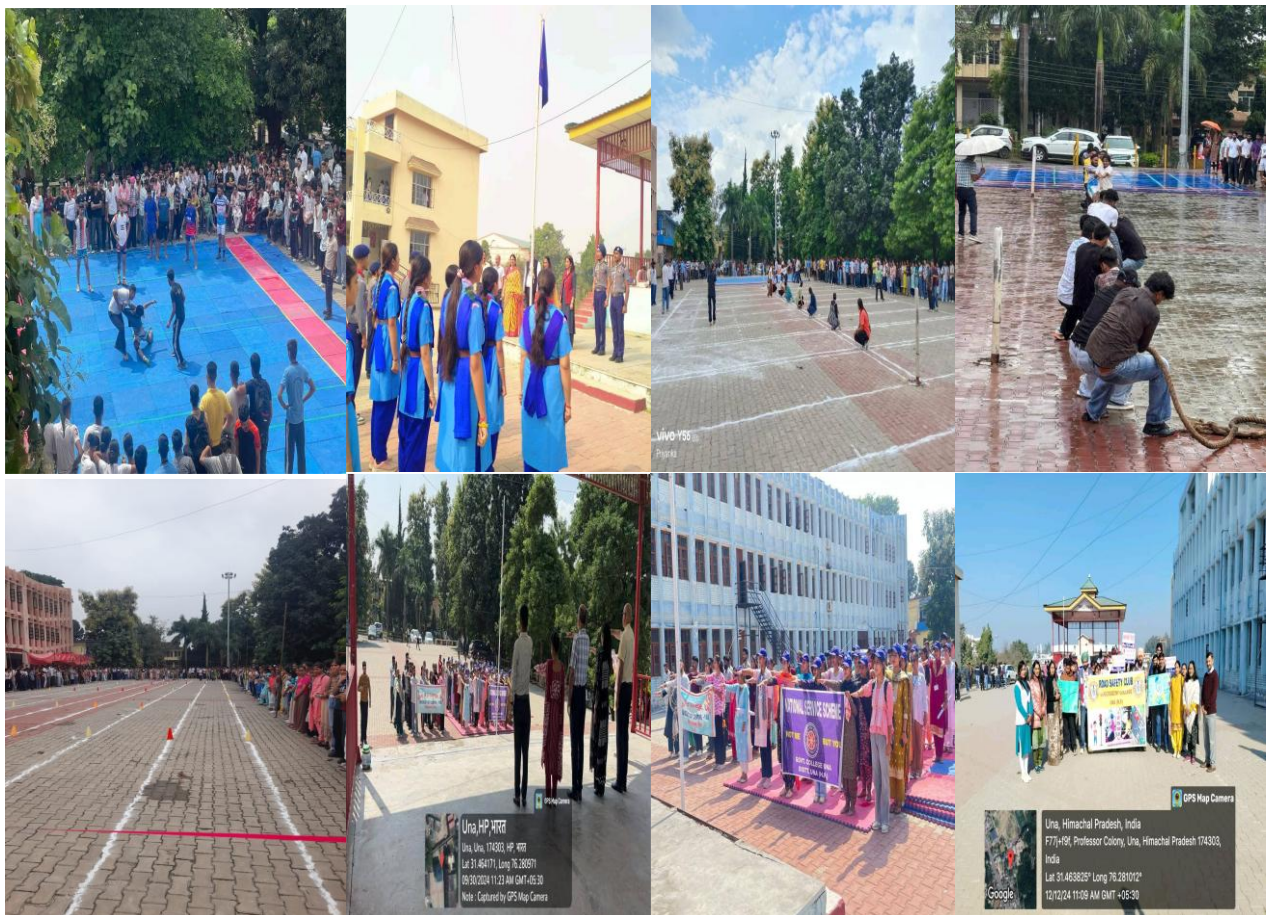


Figure 10. A Glimpse of Co-Curricular, Sports, and Community Engagement Activities.

Regular Updation of Service Books/Service Records/ Prompt Response to Official Correspondence:

- The Administrative Cell of the institution has efficiently integrated technology into its operational framework, resulting in enhanced productivity, accuracy, and

transparency. The adoption of digital systems has strengthened data management, enabling secure, organized, and easily retrievable storage of records, thereby minimizing the risk of loss or misplacement of documents. Furthermore, technology-enabled communication platforms such as email and WhatsApp have accelerated the dissemination of circulars, notices, and official communications to faculty members, students, and other stakeholders.

- The institution's official website serves as a comprehensive information portal, ensuring seamless access to academic schedules, administrative announcements, and essential updates. This enhanced accessibility greatly benefits students, parents, and other concerned parties by keeping them informed in real time. Additionally, the availability of prompt email correspondence facilitates timely redressal of queries received from students, parents, and inter-departmental units, reflecting the institution's commitment to responsiveness and service efficiency.
- Digitization has further contributed to greater institutional transparency, allowing stakeholders to access authentic information and remain apprised of significant events, decisions, and policy updates. Salary disbursement to faculty members and non-teaching staff is carried out through direct bank transfers, ensuring timely, precise, and secure payment processing. To uphold financial accountability, the institution's annual accounts are audited meticulously by Certified Public Accountants (CAs) and Government Audit Authorities.
- The Accounts Department maintains fully digitized financial records, updated regularly to ensure data accuracy and accessibility. This systematic approach supports effective financial monitoring, facilitates informed decision-making, and strengthens administrative governance.