

# GOVT. COLLEGE JIND

(Affiliated to CRSU Jind)



PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL,  
ACADEMIC, AND SUPPORT FACILITIES

**GOVT. COLLEGE JIND**

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## 1. Introduction

The college has established a system for the maintenance and utilisation of computers, classrooms, sports gym, laboratory equipment, and physical facilities. The procedure and policy for the maintenance of various infrastructural facilities are presented in this document.

## 2. Purpose of the Policy

- The physical and academic facilities are provided with a desire to optimize the use of resources based on the needs of education, research, and administration.
- The coordination between facility providers and seekers for canteen, laboratories, sports gym, library, and classrooms inside the campus.
- For this Infrastructure and Maintenance Committee of the college plays an important role. The committee reviews the requirements for infrastructure

## 3. Facilities

### 3.1 Laboratory Procedure for Utilisation

Procedure for Utilisation	Maintenance Policy
<p>The lab utilization is done depending on the requirements of various courses.</p> <ul style="list-style-type: none"><li>➤ There is a separate Lab timetable for all the courses. 30 labs are allotted for different programs according to their requirements.</li><li>➤ The respective faculty members, staff, and lab attendants are given the responsibility to maintain the equipment under their purview.</li><li>➤ All major repairs are identified and external expertise is sought for maintenance of equipment wherever necessary.</li></ul>	<p>Purchase of new computers is done through requisition to Purchase Committee (through ERP )</p> <ul style="list-style-type: none"><li>➤ After approval, the quotations are to be sourced from different vendors.</li><li>➤ • Regular maintenance of all computers is done by Laboratory Attendants. • For the Electronic laboratory, Physics Laboratory, and Chemistry laboratory, the required components, chemicals, and new equipment are purchased yearly through the Purchase committee. A committee from the teaching staff is constituted for the purchase, whenever required.</li></ul>

### 3.2 Library

Procedure for Utilisation	Maintenance Policy
<p>The College has a well-equipped library with necessary books, Journals, magazines and periodicals.</p> <ul style="list-style-type: none"><li>➤ The Library is open on working days between 9.00 a.m. to 5.00 p.m. except Sundays and Government Holidays as declared by the Haryana Government.</li><li>➤ The library is fully automated using SOUL-based software, where all students are given a username and password, and they can send the request in 3 slots. Books issue will be done between 9.00 a.m. to 5.00 in 2 slots.</li><li>➤ The library is divided into Library books and a reading room for boys and girls.</li><li>➤ To facilitate the student's requirement photocopy machine is also placed.</li><li>➤ Students are allowed to open access to the books.</li><li>➤ Library books are normally issued only for 15 days and the borrowing period can be reduced according to the demand.</li><li>➤ Book Bank Facility available, where students return the book at the end of the academic semester. Delays in returning books will not be entertained.</li><li>➤ Books Exhibition are organized time to time</li></ul>	<ul style="list-style-type: none"><li>➤ The process of renewals should begin well in advance so that the subscription for journals and magazines is continued without any discontinuation in issues.</li><li>➤ The addition and deletion of journals and magazines for the next calendar year are done through recommendations from Departments/committees.</li><li>➤ The library will continue the existing subscription for journals and magazines if no recommendations are received.</li><li>➤ Annual verification of the library stocks is carried out to identify the losses, misplacement, and mutilated documents that need repairs or weeding out from the library collection.</li><li>➤ Weeding out of the outdated, unwanted, and old syllabus books is done as per the recommendations of the Library committee.</li><li>➤ Document maintenance includes shelving, dusting and cleaning, shifting and rearrangement, shelf rectification, stock verification, binding, preservation, care, and weeding out of documents is done.</li><li>➤ Documents in the library are arranged in a logical order to save the time of the users as well as staff.</li></ul>

### 3.3 Sports

All sports facilities, including multi gym, are maintained by the Physical Education Department along with college supporting staff. Requirement for new equipment or repair of old equipment is placed before the Sports Board.

### 3.4 Classroom/Smart class room

Procedure for Utilisation	Maintenance Policy
<p>The allotment is done as per the lecture schedule in consultation with the timetable committee and the head of the institution.</p> <ul style="list-style-type: none"><li>➤ Scheduling of activities during non-lecture hours and utilization for guest lectures, and competitions preparations.</li><li>➤ Conducting training sessions and workshops for students and staff members.</li><li>➤ Conducting regular semester examinations as per the University schedule and also competitive examinations on the campus.</li><li>➤ Students are instructed to utilize all classrooms optimally during the daylong working hours</li></ul>	<ul style="list-style-type: none"><li>➤ Purchasing new tables, benches, chairs, boards, screens, curtains, and other consumables is done by raising the requisition to the Purchase and Dilapitation Committee.</li></ul>

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