



# GURU NANAK GIRLS COLLEGE SANTPURA, YAMUNA NAGAR

(Affiliated to Kurukshetra University, Kurukshetra)

Ph. 01732-221671, 224372, Fax: 01732-200546

Ref No : GNGC/2023

Date: 12/04/2023

## **Infrastructure Policy of Utilization and Maintenance**

The college consistently strives for the holistic development of the college. Central coordination of facility allocation and maintenance ensures effective and efficient use of physical infrastructure and academic facilities. On the broader front our college follows the general policies and procedures regarding utilization and maintenance of infrastructure and facilities as laid down by Kurukshetra University, Kurukshetra. However, wherever required and necessary, the college has reinvented the use of spaces to adapt to changing needs and requirements. The college has established procedure and transparent policies to maintain, utilize and upgrade the facilities through supporting staff and various committees/cells. The Principal, the Director and the Management are the competent authority in all matters related to the college. In this capacity they frame all the committees and cells for the judicious utilization and provision of the infrastructure of the college.

## **Committee for Improvement and Maintenance of Infrastructure**

The Advisory Committee is constituted in the college for the improvement and maintenance of the infrastructure. It takes an overall view of the requirements of the institution, bearing in mind the needs of the students, faculty and non-teaching staff. Further it is then responsible for adding new academic infrastructure as required. It also takes care of maintenance requirements of the existing infrastructure of the departments.

## **Optimum Utilization of Space for Teaching-Learning Experience**

The Time Table Committee of the college ensures the optimal use of classrooms for the academic purpose.

- Time-Table committee comprising of two to four senior faculty members from different streams, in co-ordination with the HODs of all the departments, prepares Time-Table for the college.
- The allotment of the classrooms is done according to the strength of the classes as per recommendations of UGC/DGHE/KUK.



- Medical issues of the faculty and the students are also considered while assigning them classrooms. The committee allocates them classroom either on the ground floor or assigns them all the classes in the same campus and on the same floor.
- Requirements of the sports students are also considered while framing the Time Table as they have their Physical Education class and practices in campus 2.
- The Time Table also includes the schedule for Practical classes. Small practical groups are formed for the best learning experience. The schedule of the utilization of the labs is given to the students by the concerned teacher.
- The Timetable is then duly approved by the Principal and is made available to the faculty through Notice File and it is displayed on the Notice Board for the students. It is also posted in the official college WhatsApp group.
- Classrooms can also be used for other activities with the prior permission of the Principal/ the Director/ the Management.
- To improve the teaching-learning experience, college has allotted separate departments subject wise/stream wise. They are equipped with computer facility. The college campus is fully Wi-Fi enabled so internet access is available in every department and classroom.

### **Optimum Administrative Office Space Utilization**

Administrative office space includes departments, offices, cubicles and cabins assigned for administrative purposes on a regular basis containing infrastructural facilities such as furniture and other equipment used by the administrative and support staff. These include single or multiple-occupancy rooms – Principal office, office of the Director, Management office, Librarian's office, departments, Fee office, Examination Branch, Clerical office, office for NSS/NCC /IQAC/, as well as rooms indirectly serving as office space such as file rooms, computer labs at times used for clerical purposes, waiting and reception areas, storage areas, attached toilets. Administrative space is allocated to individuals on need basis and on the size and complexity of departmental operations.

- Offices are provided with computer and printer facility for the smooth functioning.
- The storage space/lockers in the department are allocated by the respective HODs to the faculty members of the department.
- Storage space is required for office staff for storage of old account books, old admission documents, and other important files. The storage space is allocated to office staff members according to the need and importance of the material to be stored.
- The competent authority ensures that the departing / retired Administrative staff and faculty members hand over the keys and stock in their custody.



### **Optimum Utilization of Common Space**

The common space (Auditorium, Seminar Hall, Conference Room, college ground, parking area, canteen, college basement) is allotted with prior permission of the Principal/ Director of the college. The record of allocation is maintained by the college office. Prior permission is an absolute necessity for smooth functioning and it also ensures that no disturbance is caused to the regular academic work of the college. The common space is utilized for -

- Different activities by the departments/ college such as extension activities, Alumni Meet, cultural activities, Guest lectures, seminars, science exhibitions and other programs organized by different departments for the students.
- The college also provides its venue and infrastructure to NGOs for community welfare activities and Government for conducting Govt. exams and other activities as and when required by them.
- The college provides parking space to students on roll and teaching and non-teaching staff of the college. The college also uses the parking space of its two sister concern - Sant Nischal Singh College of Education and Guru Nanak Girls School.
- Visiting dignitaries, members of the inspection committees and other esteemed guests are allowed to park inside the campus.
- The college canteen is a common space utilized by the students, faculty and non-teaching staff. No outsiders are allowed to enter the college canteen.
- The principal appoints a Canteen committee which regularly inspects and surveys the hygienic conditions of the food prepared and served.

### **Optimum Utilization of Library Space**

- The Library Staff and the Library Advisory Committee ensure the optimum use of content, space and facilities available in the library. Library is computerized and well furnished. Online Public Access Catalogue System and adequate sitting space for different categories of readers make the visit to the library a complete learning experience. The whole library space is divided into following sections:
  - 1 Reading area with Magazines & Journals
  - 2 Separate open shelves for books for UG classes / PG classes and B.A. B.Ed and B.Sc. B.Ed classes.
  - 3 Browsing Centre
  - 4 Heritage Room
  - 5 Divinity cum Meditation Room
  - 6 Separate reading space for Staff
  - 7 Record room and Circulation Center.
  - 8 Reading area for students

## 9 IT Cell

## 10 Leisure Reading Area

- Books are issued to the meritorious and needy students for the whole semester without any charge.
- Students and staff members can take the library membership by submitting registration form along with the registration Fee.
- The registration fee varies for Science, Commerce and Arts students.
- Students can get the books issued for the period of 30, 14 or 7 days as per their requirement.
- During exam days students can borrow the book from the Library by depositing the cost of the book on refundable basis.
- Reading Room has seating arrangement for students to study during library hours.
- Library space also contains closed cabinets and open shelves.
- The library also contains equipment or materials like computers, CDs, e-resources which are used as learning aids.
- The library is not restricted to a particular academic discipline or programme.
- For safety and security the space is continuously monitored by CCTV camera.
- The Librarian and library staff ensures that there is no misuse of the space by any user.
- The library facility is available from 9:00 am to 5 pm every day except on holidays.
- The library facility is also extended to the alumni, retired faculty and to the outsiders with the permission of the Principal/Director
- Facility of Photocopy @Rs 1/copy and Print out @ Rs 2 for the students as well as for the staff members is provided by the library for their personal work. But both these facilities are free of cost if the staff member is availing them for college work.

### **Optimum Utilization of Sports Complex**

A healthy mind resides in healthy body and leads to holistic development of an individual. Keeping this in view the college provides an ample of Sports facilities to its students. The sports facilities present in the campus are mainly used for sports education, training, preparing for competitions and recreation of the college students, faculty and staff members. The college has facilities for following indoor and outdoor sports -

- Gym & Naturopathy Lab
- Weightlifting & Powerlifting Hall
- Yoga
- Malkhamb
- Fencing
- Table-Tennis
- Volley Ball



- Archery
  - Kho-Kho
  - Kabaddi
  - Long Jump
  - Shot Put
  - Chess
  - Tug of war
- Before using fitness equipment every user has to sign in a register.
  - Every user has to wear proper gear during sports activity.
  - Without special approval, food and beverages are prohibited during sports events and practices.
  - If any equipment is jammed, user should not try to repair it. She should bring it to the notice of the concerned teacher.
  - Students adhere to time table prescribed by the college so that the classes are not disturbed.
  - Students are required to take the responsibility of their own belongings and safety while using the sports facilities.
- All the material/equipment taken for practice is to be returned in time to the concerned teacher.
  - College sports facilities are made available to external users when there are inter college, university level or other sports competitions.
  - The college also uses the playground of its sister concern Sant Nischal Singh College of Education for the benefit of its athletes.

### **Purchase**

HODs and in-charges of all laboratories, library and sports department give their requirements in the office in the beginning of each semester. With the permission of principal/Director the process of Purchase is initiated. Quotations are invited. The college compares the rate list of the items and orders where maximum discount is provided by the seller. If old supplier gives maximum discount, college places order with them

In academic emergency i.e. when starting some new course with immediate effect, requirement by the staff and students are taken and purchase is done without asking for quotation.

After receiving the material, verification is done. Entry is done in the Stock register by the concerned Labs and departments. Some labs do not require purchase every time, they need only updating which is done according to the requirement

The college is the sole owner of all the equipment.

### **Disposal Policy**

- In case any equipment has become redundant or damaged and is of no further use, the concerned Head of the department will make a list of such equipment and submit it to Principal. In case the equipment is sanctioned for disposal, the HOD will write it off from the department's Stock register.

### **Maintenance of the Building with facilities**

- **Renovation**, alteration and up-gradation of the existing buildings is done as per requirement. The decision is taken by the Principal in consultation with the Advisory Committee of the college. The requirement is then put before the Management and after seeking its due permission, the work is carried out.
- For the **maintenance**, college has supervisors and supporting staff, dedicated for this purpose to maintain the two college campus with all its facilities. The college uses a regular process of maintenance of college buildings, physical Infrastructure, college assets and college ground for the smooth functioning and the safety of college staff and students.
- Classrooms, offices, corridors, entrances and stairs are cleaned on daily basis for which sweepers are appointed by the college authorities. They are monitored and their work is supervised by the Cleanliness Committee, which allots them various sections for cleaning and maintenance.
- Restrooms are kept clean and hygienic on daily basis by the appointed sweepers. Railings, gates, windows and doors are cleaned periodically.
- The gardeners are appointed to maintain the college ground and greenery in it. The Principal/Director appoints **Clean GNG Green GNG committee** that guides the gardeners in plantation of ornamental flowers and plants. The committee also suggests and requests the purchase of ornamental and other plants from nurseries.
- One faculty member from the Botany department is appointed for the upkeep of the Herbal Garden who also suggests purchase and planting of various herbal and medicinal plants. Maintenance is carried out by the supporting staff.
- Items such as blackboards, fittings and furniture are regularly renewed and repaired as part of the maintenance policy.



- White wash of the exterior and interior of the college building is scheduled on regular basis depending on the need or in case of emergent situations. This is decided by the college Principal/ Director.
- Regular cleaning of water tanks, proper garbage disposal, pest control is done by Supporting staff of the college
- Solar Panels, Generator, Water Coolers, Motors and Elevator are maintained through the AMC with the respective companies

### **Maintenance of IT Infrastructure & Electrical Equipment**

The college constantly upgrades its IT infrastructure as per the requirement. It is also ensured that all the students are provided with adequate IT infrastructure.

The college has 4 computer labs with trained computer technicians. Computer technicians look after maintenance of IT resources like computers, printers, replacement of toners, software problems, networking issues etc. Minor repair of the computers is carried out by the technicians themselves.

The following procedure is followed when a major repair is required:

- 1) If there is a need to change motherboard of the computer or if the printer requires service, necessary permission must be taken from competent authority, i.e. Principal/Director.
- 2) If the complete electrical wiring is to be replaced due to short circuit or other problems, permission for bearing the cost of the same must be sought from competent authority, i.e. Principal/Director.

A trained electrician looks after the electrical equipment of the college and has the following responsibilities:

- Supply and fitting of tube lights, bulbs and fans and minor repair of classroom and laboratory fans. If the problem is major, it is brought to the notice of Principal/Director
- Replacement of electrical wiring.
- Maintenance of electric meter room.
- Replacement of tube lights, bulbs, switches, MCB boxes.

### **Maintenance of Laboratories**

- Once the equipment is purchased, it is recorded in the departmental stock register. The equipment is annually checked by the concerned HODs.
- Heads and faculty in the departments are accountable for proper use of equipment. If the equipment requires maintenance or repair, it is conveyed to Principal/ Director.

• If there is necessity to move equipment out of college campus for repair or maintenance, the permission must be sought from the Principal by the Head of the department.

- Departments have the primary responsibility of care and maintenance of the equipment. Head of the department has the authority to allot the equipment for internal use.
- Laboratory equipment cannot be allotted to any external user as it is solely for the use of internal use.
- Lab Attendants are responsible for the maintenance of the lab, equipment and stock. Lab technicians help in case of the breakdown of the electric or mechanical equipment.
- Physical verification of the laboratory equipment is done every year to ensure the maintenance of laboratories.

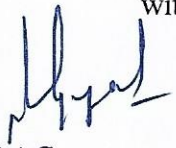
### **Maintenance of Sports Infrastructure**


Sports equipment and facilities require regular timely maintenance of facilities.


- Proper levelling of sports ground is undertaken on a regular basis.
- The grounds are watered daily.
- Equipment/gear/support apparatus made of iron are painted regularly to save them from rusting.
- Sports material is kept in specific boxes, cupboards and racks as required, depending upon their material, make and use.
- Repairing of wooden and iron material is done according to requirement.
- Machines and equipment are greased on regular basis.
- 

### **Other Infrastructural Facility**

- The needs of differently-abled are taken care of. They are allowed to use elevator with their attendants. Ramp facility is also available in the building to make movement easier for them.
- Being a girls' college, utmost care is taken to provide a safe environment to the students. So the college campus is equipped with CCTVs for comprehensive security.
- The college has buses with CCTV feature in it to make higher education accessible for the girls of rural areas.
- The college has cars and they are used by the administrative as well as academic work with the prior permission of the Principal/Director.

  
IQAC  
Co-ordinator  
Guru Nanak Girls College  
Santpura, Yamuna Nagar

  
Officiating Principal  
Guru Nanak Girls College  
Santpura, Yamuna Nagar  
8

  
Director  
Guru Nanak Girls College  
Santpura,  
Yamuna Nagar