

## **POLICY DOCUMENT**

### **Procedures and policies for Maintaining and Utilizing Infrastructure**

The College has well-defined procedures and policies for maintaining and utilizing the physical, academic and support facilities.

#### **Augmentation and maintenance of Facilities**

The Governing Body, the Principal, along with the following Committees (comprising teachers and non-teaching staff), look after the infrastructural aspects of the college:

- Internal Quality Assurance Cell (IQAC)
- Building Committee (a sub-committee of the Governing Body)
- Development Fund Committee (a sub-committee of the Governing Body)
- Building Maintenance Committee
- Library Committee
- ICT Committee
- Hostel Committee

For the purposes of development/augmentation of a facility, the functions of these committees include:

- identify the gaps and areas for updation/ repairs/replacement required in a particular facility/resource.
- Comparing alternatives and giving recommendations for facility to be procured

In addition to these committees, the Environment Club also makes its recommendations regarding infrastructure requirements for promoting green practices of the college. Different departments also submit their additional infrastructural requirements as and when they arise.

The augmentation/ maintenance needs are communicated to the Principal by the Committees or during regular faculty meetings or by a staff member incase the matter requires immediate attention. The rules, procedures and guidelines of University of Delhi and Government of India are followed with regard to procurement of new facilities.

To ensure timely and proper maintenance of resources,

- Regular Rounds are taken by members of Building and Maintenance Committee
- A Complaint Register is maintained in the office wherein maintenance needs are entered by the staff. The CareTaker examines the Register and takes necessary steps for timely maintenance.
- Electricians and plumbers are assigned to remove the electrical or plumbing faults. After attending to the fault, the electrician/plumber reports to the CareTaker whether the fault has been removed or if they need some material to get the infrastructure in working order. The required material is purchased

by the Purchase Committee or from GeM portal as per GFR rules and used to repair the damaged part.

- For maintenance of the building, if any defect is brought to our notice, the same is examined by the Consultant Engineer and the Architect. As per their recommendations, necessary steps are taken. Minor repairs are done directly through regular contractors. For major repair more than Rs. 25,000, tenders are prepared and uploaded on procurement portal as per GFR rules. The tenders received are examined by the Consultant Engineer, AO and the Caretaker. Comparative statement is prepared and the job is allotted to L1 after approval of the competent authority. The building is examined from time to time by the Engineer and the Architect for structural stability.
- EPABX System, CCTV, R.O Water purifiers, Air Conditioners, Water Cooler and Electricity Generators are under AMC for their maintenance and proper utilization.
- Any fault in computers, projectors, Audio System is examined by technical experts and necessary repairs are done as per GFR according to the cost involved.
- Sports and Library facilities are properly maintained and the required repair and renovation is done as per GFR.

#### **Utilization of the facilities:**

The guidelines for utilization of facilities are as follows:

<b>Facility</b>	<b>Procedure</b>
Classrooms	A Room Chart is prepared for each semester by the Time Table Committee of the college through which rooms are allocated for various classes. Each department has been given dedicated classrooms that it can use for its lectures/tutorials and it facilitates making of dept. time table after the College Time Table Committee submits the General Time Table. When not in use in certain classes, the rooms are available for use by other departments.
Sports Ground, Gym and Other Sports equipments	Faculty in charge and Caretakers allocate the use of ground for various activities. Coaches for appointed for respective games by the college for better training of the students
Library	Library cards are issued to the students on admission and teachers on appointment. This includes e-access to library resources. The recommendation of books are invited from faculty by Library Committee and procurement is done by library according to the funds available. Library has different sections such as reference section, e-Resource Centre. There is a separate section for teachers in the library.

Hostel	Applications are invited from students and are processed on merit basis. Access to hostel is restricted for safety and security reasons.
Parking	Parking facility is available for teachers, staff and visitors.
Seminar Room	Booking Register is kept in the office. Faculty makes the entry to book the Seminar Room along with the date and duration for which it is needed. It is necessary to cancel the booking if the facility is not needed due to any reason so that the facility can be used by others.
Committee Room	Booking Register is kept in the office. Faculty makes the entry to book the Seminar Room along with the date and duration for which it is needed. It is necessary to cancel the booking if the facility is not needed due to any reason so that the facility can be used by others.
Auditorium	Booking Register is kept in the office. Faculty makes the entry to book the Seminar Room along with the date and duration for which it is needed. It is necessary to cancel the booking if the facility is not needed due to any reason so that the facility can be used by others.
Computer Labs	Allocated by the Time Table Committee of the college for purposes of conduct of classes. If the lab is needed for any event/ workshop, prior permission is to be taken from the Principal.
Zoom Handle	Request has to be sent to the Principal and the meeting is fixed by the person in charge.
IT-Enabled Rooms	Allocated by the Time Table Committee of the college for purposes of conduct of classes. If the room is needed for any event/ workshop, prior permission is to be taken from the Principal.
Wi-Fi facility	The entire College campus is Wi-Fi enabled. Access to the Wi-Fi is controlled by the Senior Technical Assistant. Different Wi-Fi Ids are provided to the students, faculty members and other staff members for better usage.

The facilities may be used for various purposes – academic, co-curricular, extra-curricular, extension etc- with prior permission of the Principal and following the communication protocols.