



Policy on Creating, Maintaining and Utilizing Infrastructure

JDMC has a diverse community of both staff and students. We embrace a positive attitude to promote equality and diversity. Our objective is to create an environment that supports and provides equal opportunities for all —a barrier free, harassment-free healthy environment within the campus, free from unlawful discrimination, ensuring equality of opportunity, dignity and respect for all individuals. There are special provisions to cater to the special needs of the differently-abled persons. Sufficient number of ramps and railings have been constructed on the campus. There are special washrooms to meet the requirements of disabled students/staff. The building is equipped with fully operational lift. The College has well-defined procedures and policies for maintaining and utilizing the physical, academic and support facilities. As per the rules and policies of the institution, all the stakeholders have fair opportunity to access and use facilities like laboratories, library, sports complex, computers, classrooms etc. of the college.

Augmentation and maintenance of Facilities

The Governing Body, the Principal, along with the following Committees (comprising teachers and non-teaching staff), ensure optimal allocation and utilization of the available Financial Resources for the maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the College as per the requirements, in the interest of the students.

- 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:

- To identify the gaps and areas for up dation/ repairs/replacement required in a particular facility/resource.
- To compare alternatives and giving recommendations for facility to be procured

In addition to the above mentioned committees, the Environment Club also makes its recommendations regarding infrastructure requirements for promoting green practices of the college. The 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 in case the matter



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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.

Following measures are taken 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 fix the electrical or plumbing faults. After attending to the fault, the electrician/plumber reports to the Caretaker whether the fault has been fixed or if they need some materials to get the infrastructure in working order. The required material is purchase 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 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 the lowest bidder 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 service.
- Any fault in computers, projectors, audio systems 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 their repair and renovation is done as per GFR.



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Utilization of the facilities:

The guidelines for the utilization of facilities are as follows:

Facility	Procedure
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 can be used for lectures/tutorials and it facilitates making of department timetable after the College Time Table Committee submits the General Time Table.
Sports Ground, Gym and Other Sports equipment	Faculty In-charge of the Sports Department and Caretakers allocate the use of ground for various activities. The college appoints coaches for respective games for 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 invited from the students 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 members make the entry to book the Seminar Room along with the date and duration for which it is needed.
Committee Room	Booking Register is kept in the office. Faculty members make the entry to book the Seminar Room along with the date and duration for which it is needed.



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Auditorium	Booking Register is kept in the office. Faculty 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/Smart Classrooms	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.
Recording Room	Booking Register is kept in the office. Faculty book the Seminar Room along with the date and duration for which it is needed and informs the SO. 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.

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.



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