



SHAHEED DALBIR SINGH GOVT. COLLEGE KHARKHODA (SONIPAT)

Postal Address:-

V.P.O. Pipli, Tehsil-Kharkhoda, District-Sonipat (Haryana) 131402

E-mail:- gckharkhoda@gmail.com

Infrastructure Utilization and Maintenance Policy

Objective: Shaheed Dalbir Singh Govt. College, Kharkhoda invests adequately in infrastructure for effective delivery of its teaching, learning and research programmes. This document provides a management framework and outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. The optimal utilization of the physical infrastructure is decided by the head of institution along with IQAC members.

This Policy Document Targets:

- Principal
- Staff of the College
- Non-teaching staff
- Students

Procedure underlying Infrastructure Utilization Policy:

- The classroom scheduling and utilization is decided by timetable committee. Requirement of classroom is decided by the IQAC coordinator, Principal and workload assessment committee on the basis of the workload and conveyed to the time table committee.
- Faculty with health issues will be given priority to schedule their class at appropriate classrooms. Divyang students will be given priority in assigning the classroom which is easily accessible.
- Sometimes academic events will also be organized in the classrooms. For such activities permission must be taken by organizers from the Principal of the College.
- The time schedule of the laboratories is conveyed to the time table committee by the head of the departments. In addition to practical sessions the laboratory space is used for research purpose by faculty and students.

Kiran
(IQAC Incharge)

Kiran Sarda
02/09/2019



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- Smart classrooms open the door to the vast world of online study materials. This way, the education would not be restricted to our textbooks.
- College has one Multipurpose Hall and two Lecture Theatres to organize induction/ orientation functions, guest lectures, IQAC activities, workshops, alumni meet, placement drives, academic council and seminars/conferences, co-curricular activities.
- College computer labs are used by all the departments for conducting computer related practical classes, filling online admission forms, guest lectures, placement drives etc.
- The respective staff is given the responsibility to utilize the equipments under their purview.
- Storage space is allocated to office staff members according to the need and importance of materials to be used.
- Laptop has issued to Principal to facilitate her to carry out the administrative work.
- College has spacious library which is extended to current students, faculty and staff of college. The library is upgraded with latest technological equipments time to time.
- The sports arena in the campus is used for sports, education, training, competition/demonstration and recreation by the College students, faculty and staff members.
- The College owned equipments such as computers, projectors, audio-visual aids, printers, CCTV cameras, generator, solar panel.

Infrastructure Maintenance Policy

Objective: This policy is to maintain and upgrade College building, ground, laboratory equipments, furniture, library and sports facility.

- The College maintains and explores infrastructure facilities from time to time.

Kiran
(IQAC Incharge)

Kiran Sarola
02/09/2019



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Building committee proposes to Principal and IQAC about the requirement of infrastructure and it is updated accordingly.

- All the equipments in the Laboratories and basic amenities are maintained by the respective lab attendants and concerned incharges.
- All the sports equipments indoor hall and sports ground are supervised and maintained by Sports Committee, Physical Education Department and Purchase Committee. Ground level maintenance is done from time to time by ground man and outside labour as per requirement.
- All the stock registers are maintained by the concerned incharges.
- A team of technician from PWD Electricity Branch extends their services regarding electricity.
- Library staff is clearly instructed for the handling of library documents, shelving and conveyance of documents Committee strictly instructs that dust should not be allowed on the books and documents. Proper pest management is done to minimize the problems caused by insects.
- The College EVS/Beautification Committee is responsible for the cleanliness of the campus area including grounds, lawns, assembly area are cleaned by the sweeper before the regular classes begin. Toilets are cleaned twice every day. Flaura maintenance is done by the same committee along with the gardener.
- CCTV Cameras, Computers, LEDs, Projectors, Wi-Fi facilities are maintained by computer instructor along with respective service centers to minimize. e-Waste, electronic gadgets, like projectors, computers, printers, photocopiers are serviced and reused.
- The College website is maintained regularly by website provider i.e. DGHE, Panchkula.
- Respective departmental committees maintain departmental activities and minutes.

Piran
(IQAC Incharge)

Kiran Sarda
02/09/2019



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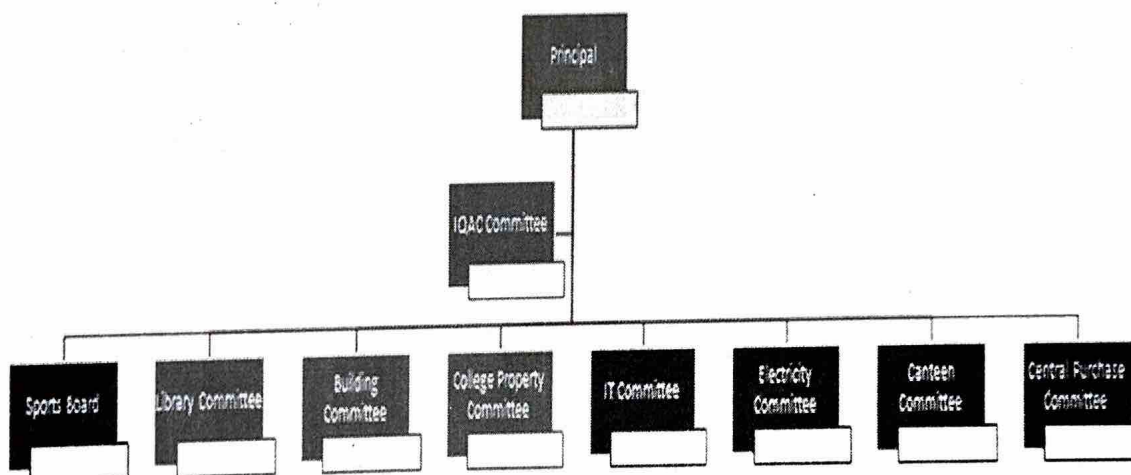
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- The Infrastructure Policy is implemented after the approval given by Principal and IQAC.

Infrastructure Maintenance Policy



Kiran
(IQAC Incharge)

Kiran Sarda
02/09/2019