

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college ensures the best distribution and utilization of the available financial resources for maintenance and upkeep of different assets by holding regular meetings of various committees, constituted for this purpose. The financial help received from various agencies is used in the interest of students.

Library: *The requirement and lists of books are taken from different departments. The demand of books is ultimately approved and finalized by the Principal.

*At the time of orientation, students are encouraged to make maximum use of library by using INFLIB.NET.

* Computer, Internet and photocopy facilities have been given in the library.

* Feedback from the students is taken on a prepared proforma. Library is enriched every year by adding good number of books.

* To ensure return of books, 'no dues' from the library is mandatory for students before taking the roll number slips.

* Visitor record of students and staff is maintained on daily basis.

Computers: Computer laboratories are established by college from its own resources as well as by UGC funds. The funds are used to maintain computers in the college. It is done on regular basis. The work is done under the supervision of HOD and Lab technicians.

Science Laboratories: *Record of maintenance account is maintained by the college under the supervision of HODs.

* The repairing and maintenance of lab equipments are done by technicians of related owner enterprises.

* Microscopes and other lab equipments in physics and chemistry labs are cleaned time to time and maintained by the concerned departments.

* There is systematic disposal of waste of all types such as chemicals and e-waste.

Sports: Regarding the maintenance of indoor badminton, gym, sports in-charge consults the coaches. Volleyball ground and football ground are maintained on regular basis. Every year annual athletic meet is organized in the stadium to give exposure to the physical ability of students. College runs S. Jagat Singh Palahi Football Academy which is a nursery of national level players. This academy is registered with Punjab Football Association.

Classrooms: *The College has a committee for maintenance and upkeep of infrastructure. At the department, HOD's submit their requirements to the Principal regarding classroom, furniture and other facilities. The development fund is utilized for maintenance and repair of furniture and other electrical equipments. The college has its own electricians.

* Three full time sweepers have been given the duty of looking after cleanliness of classrooms, toilets and labs. They are well equipped with mops, brooms and gloves.

* A suggestion box is maintained in which students as well as faculty can put their problems which are resolved within a set time frame.

* Students are sensitized regarding cleanliness and motivated for energy conservation.

There are technicians, masons, plumbers and carpenters deputed by the management who ensure the maintenance of classrooms and related infrastructure.