



## **Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities**



**SAHU RAM SWAROOP MAHILA MAHAVIDYALAYA, BAREILLY, UTTAR PRADESH**

**AFFILIATED TO**

**MAHATMA JYOTIBA PHULE ROHILKHAND UNIVERSITY, BAREILLY**

Our college follows a general policy and procedure regarding utilization and maintenance of infrastructure and facilities - library, sports and gymnasium facilities,, computer lab, classrooms, conference room and multipurpose hall etc. The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted. A number of committees have been constituted to oversee and supervise the utilization and maintenance of the support facilities of the college.

The college receives grant from the Higher Education Department Education directorate, Government of Uttar Pradesh under Non-Plan Head. Under Non-Plan Head, maintenance and security of physical infrastructure is done, such as telephone services, office expenses, travelling allowances etc. Portion of the fund received under UGC Grant has been utilized for upgradation and repairing of the existing infrastructure. Depending on availability of funds and budget is given to each Department, requirements are fulfilled by establishment committee under guidance of Principal.

The schedule of the utilization of the labs and classrooms are notified through the official time table which is prepared by the timetable committee and passed on to teaching staff, students and office. Notices regarding the procedures and policies for utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms are issued time to time by the Principal.

The Principal of the College nominates a Convener of the Library Committee, along with Head of Departments of all departments as members. The Library

Committee discusses the allocation of funds for purchase of new books and other requirements of the library as per the funds available. The library acquires the reading resources on the recommendations of the teachers, countersigned by the Head of Departments of the Departments. The various rules and regulations for the usage of Library and its resources is displayed at various places of the Library. The Institution constantly upgrades its IT infrastructure as per the requirements of the reaching staff and office. The usage of Labs is monitored by the Head of Departments as per the departmental timetables. The HODs submit their requirements to the Principal regarding classroom furniture and other equipment and the administrative officer are in charge for ensuring that these requirements are provided for.

The College provides facilities for the following sports and physical activities: Volleyball, Table- Tennis, Basket Ball, Yoga and Gymnasium. The stock-verification policy oversees and supervise the utilization and maintenance of the stock of all departments.

Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by College concern employees. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. Regular maintenance of the water cooler and water purifier is ensured.