

**Procedures and policies for maintaining and utilizing physical,
academic and support facilities**

JAI HIND COLLEGE AUTONOMOUS

- To ensure proper allocation and utilization of the available financial resources for maintenance and upkeep of different facilities, regular meetings of various committees constituted for this purpose are held and grants received by the college are utilized according to requirements which best benefits the interest of students.
- **Laboratory:** Record of maintenance account is maintained by lab technicians, Lab In-charge and further supervised by HODs of the concerned departments. The final details are then submitted to the Accounts department which is audited at the end of the financial year.
- **Maintenance of laboratories** are as follows:-
The calibration, repairing and maintenance of sophisticated laboratory equipment are done by the technicians of related owner enterprises.
- **Library:** -
 1. The requirement and list of books is taken from the concerned departments and HOD's who are involved in the process. The finalized list of required books is duly approved and signed by the principal.
 2. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- **Sports:** - The College Gymkhana in charge is responsible for maintenance of all sports equipment. The Gymkhana committee carried out this procedure of maintenance and upkeep of all Sports Facilities through active coordination with three additional faculty members. They were also responsible for monitoring the participation of students in sports activities.
- **Computers:** -
 1. Establishment of centralized computer laboratory to enrich the learning experience of students.
 2. Use of a software to maintain all relevant details of faculty and students.
 3. Availability of computer in ever department to cater to their requirements.
 4. Internet and WIFI-enabled campus.
- **Classrooms:** -

1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Administration-in-charge regarding classroom furniture or any other problem related to infrastructure. Each floor of the College has a register for record of such problems which is kept in custody of the Floor peon who submits it on a fortnightly basis to the Administration-in-Charge.
2. Vice Principals of the college are in charge of all academic requirements of students.

- Additionally: -

- a. Every Science department has a lab assistant who maintains the stock register by physically checking the items throughout the year
- b. Department wise annual stock verification is done by the concerned Head of the Department.
- c. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge. The regular maintenance of the Computer Laboratory is also carried out by the Laboratory Assistant along with the Laboratory attendant under the supervision of the faculty-in-charge.
- d. Water tanks are cleaned routinely, garbage is disposed of as per Municipal norms, pest control is administered, landscaping is performed, and lawns are maintained by employees of the Institute.
- e. Maintenance of the college campus is monitored through regular inspections.
- f. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
- g. Updating of software used is done by the Resident Engineer along with the Lab Assistants.
- h. Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing.
- i. Water coolers and water purifiers are regularly maintained.
- j. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

Principal