Guru Nanak College for Girls
Sri Muktsar Sahib (Pb)

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Internal Quality Assurance Cell

POLICY

The institution has standard procedure for augmentation, up gradations and maintenance of the infrastructure for physical, academic and administrative facilities. Various committees give recommendations in purchase, repair and upkeep of infrastructure. The policy focus to

- Procure best quality services and products with comparative low market rates.
- Increase exposure of ICT facilities for central information, communication and e-governance.
- Strengthen infrastructure for teaching, learning and research.
- Optimal utilization of available infrastructure and services for college and social welfare.
- Monitor the existing infrastructure and services.

The policy covers infrastructure and facilities in classrooms, laboratory, library, seminar hall, sports stadium, administrative block, hostel, shopping centre, canteen and transport.

For the implementation of the policy, budget is allocated by budget committee before the commencement of session every year. Regular meeting of the committee with IQAC are undertaken to decide on allocation of funds to various heads in budget. Construction committee, purchase committees and incharges work for vigilant augmentation of infrastructure as well as its optimal utilization.

For maintenance, college has incharges for furniture, landscape, sanitation, electrician and cleanliness to tackle the problems of repair and maintenance. Timely Internal and external audits are done by various agencies to verify the stocks and documents.

Procedure for utilization

Demands by HODs, block incharges, tutors and feedbacks from stockholders are considered for procurement and maintenance of infrastructure.

Classrooms: Class rooms are assigned according to class strength in time table by Dean, academic affairs. Block incharges and HODs take care of effective functioning of classrooms and its infrastructure. Special emphasis given on allotment of time table of ICT enabled classrooms for regular use by all departments.

Laboratories: Lab technicians and attendants prepare record of stock, consumption and write off the recurring and non recurring material under the supervision of concerned HODs. Lab

attendants take care of appropriate disposal of chemical, hazardous waste and electronic waste. Annual Lab audit is done by members of IQAC for stock verification.

Computers & internet facility: The institute endeavor to provide equitable, open and free access to ICT resources and tools to students and faculty in ICT enabled areas. Computers are upgraded and repaired regularly.

Library: Library committee decides on the issue of purchase of library material, issue and return, weeding out of damaged and old material. The library maintains a website http://gnclibrary.in/ for remote excess by students and teachers for information. Students are encouraged to register and use various journals and e-resources subscribed by library.

Administration block and offices: All administrative work is fully automated using ERP provided by JSR technology. All the offices in campus have computer and Wi-Fi internet facility

Sports stadium: Dean, Sports look after the sports stadium, ground and gymnasium. Rules, recommendations and facilities for sports person are decided and implemented by the incharge after discussion with head of institute.

Hostel: Hostel committee demand and keep check on infrastructure, facilities and food quality provided to boarders. Hostel warden, head girls and attendants facilitate the work at ground level.