



## OFFICE OF THE PRINCIPAL GOVERNMENT DEGREE COLLEGE POONCH

(NAAC ACCREDITED B+ Grade)

Date:

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

The College has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms 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 for this purpose and using the grants received the college as per the requirements in the interest of students.

**LABORATORIES:** All the laboratories are well equipped with required apparatus and equipment. Maintenance of laboratories is done by lab technicians, Lab In charge and supervised by HODs of the concerned departments. The laboratory staff also regularly checks for the working of electrical equipment like computers, laptops, projectors, printers, coolers, tube lights, fans, etc. Any dysfunction is reported immediately to the concerned department of correction and/or replacement. The laboratory staff also makes sure the department is equipped with all the required stationary material including white board markers, dusters, paper for printing, letterheads etc.

**LIBRARY:** To cater the needs of students, the college library is having 47291 quality books containing the collection of text books, references books etc. for staff and students. Books are issued to the viewers for a specific period. College library committee headed by senior faculty, rule out, makes budgetary provisions for procurement of books, periodicals and other reading materials. This committee act as an internal auditor as well as support system for overall development the library.

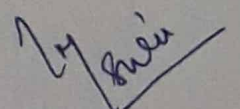
**CLASSROOMS:** The College takes important steps for maintenance of classrooms. Classroom environment plays a major role for the smooth functioning of teaching learning process with good seating facilities. Classrooms are maintained Safai Karamcharis, electricians and Plumbers under the supervision of HODs of different departments. Cleaning is done on daily basis & maintenance of furniture through tendering. There is also a building maintenance committee which looks after the proper maintenance of the building. The college had purchased three Integrated Digital teaching devices having amount Rs. 374985 for Geography, BCA and English in the financial year 2019-20.



**SPORTS:** College Sports Committee and Physical Education Department is taking care of maintaining the Sports and Games with facilities of the institution. Various events are organised on regular basis to boost the student's physical and mental abilities. Inter-class and Inter-Collegiate tournaments are also organised by the Department and college sports committee. The college has utilized Rs. 453472 of budget for sports infrastructure development in the financial year 2019-20. Carrom board, Badminton, Volleyball, Handball, Tennis ball, Basketball, Football or any other sports equipment is issued to the students by depositing their student ID whenever they got free time in their schedule. Teachers can also issue these sports equipment by signing the Department Issue Register.

The teachers of Department of Physical Education keep a well-maintained record of all the sports equipment. Procurement of new equipment is done by following a proper procedure. The equipment are purchased according to the requirement of the teams that practiced for the Inter-College, State, National and other Open and Invitational Tournaments. Department also maintain the record of student attending daily sports practice, their refreshment and other requirements related to their respective game. Department also take care of the routine services of the various machines like grass cutting machine, gym machines, computer and printer.

**PHYSICAL FACILITIES:** The College has College Development Committee comprised of senior faculty members, committee supervises the major construction repairs and renovation related works. Minor repair, renovation and maintenance works of furniture, electrical works and plumbing, are taken care of by carpenter, electrician and a plumber respectively. The garden is also maintained by the Gardner with valuable inputs from faculty of Botany Department. College canteen committee is comprised to keep the track of Hygiene and cleanliness of the canteen and also monitor quality, quantity and price of food served in the canteen.

  
Principal,  
Govt. Degree College  
Poonch (J&K)