



Sanatan Dharma College

Ambala Cantt

Estd 1916

**NAAC Accredited Grade 'A+' with CGPA 3.51 In the third cycle.
College with Potential for Excellence - UGC, New Delhi**



Physical & Academic Facilities

Policy for Utilization of Facilities

PURPOSE

The policy for utilization of physical and academic facilities provides transparent and user friendly guidelines as the basis of equitable allocation and efficient utilization of facilities based on the educational, research and administrative requirements of the institution. A clear cut and congenial policy leads to an environment of quality learning and peaceful working for students and faculty of the college. Central coordination of facility allocation ensures effective and efficient use of physical infrastructure and academic facilities. The policy not only provides a framework for the optimal use of physical assets but also allows a regular re-assessment of the College's spatial requirement.

Policy for Utilization of Facilities document is carefully designed with a view to provide instructions to the students and staff of the College as well as members of the community for the judicious utilization of College facilities. The document will contain details regarding

- Established Standard Operating Procedures (SoP) for the utilization of physical and academic facilities.
- Scheduling all types of activities- curricular and extra-curricular without any impediment.
- Providing a consistent, effective and efficient approach towards scheduling and usage of facilities.
- Establishment of better communication and coordination among the stakeholders for efficient and effective utilization of college facilities.
- Guiding the stakeholders about judicious utilization of college facilities for activities and events to be organized inside the college campus.
- Optimal utilization of college facilities.

The policy applies exclusively to the utilization of facilities located on the main campus of the institution.

SCOPE

The Utilization policy intends to cover the following facilities owned by the College Management, i.e., buildings/location which includes-

- Principal's Office
- Academic/ Department Rooms
- Administrative Offices including Establishment Branch/Accounts Branch/Fee Section/University Work dealing Branch/Students' Affairs dealing Branch/Scholarship Branch/Data Section
- Classrooms/ Laboratories/Workshops
- Seminar Rooms
- Auditorium
- Resource Rooms- NSS/NCC/YRC/CGC/ Women Cell/ IQAC/ Placement Cell Offices
- Gymnasium and sports facility
- Library/Reading Rooms/Online Resources Section
- Meeting and Conference Rooms
- Computer and Research Laboratories
- Sanatan Dharma College Human Development, Research & Training Centre (SDC R&D Centre)
- Language Lab
- College Gardens
- Common Rooms
- Storage Space
- Parking Lot
- Corridors
- College Canteen
- Staff Room
- College Grounds
- Network Resource Centre
- Guest House
- Compost Fertilizer Plant

Support Facilities/Resources

The following facilities acquired/created by the college help in the smooth functioning and efficient use of Physical and Academic facilities:

- Electrical Establishment (110 KW Solar Panel/200 KVA Transformer/200 KW Captive Power Plant/Distribution Panel/Cabling)
- Water Resources: (Tube well/Water Recharging/Water Coolers/Water Purifiers)
- Out sourcing of security/campus maintenance
- Quality Fire Fighting Equipments

DEFINITIONS

College community: College community is a term that represents (a) students currently enrolled in the college (b) Teaching staff presently working in the college (c) Non-teaching staff presently working in the college (d) Members and Office Bearers of the Alumni association (e) Members of the College Managing Committee.

Event: Event refers to a lawful activity organized on campus or off campus related to college community e.g. planned meetings, student and faculty functions, extension activities, co- curricular activities organized with prior written sanction of the Principal.

Facility: The term 'Facility' refers to the physical infrastructure like college building, any structure, laboratory, library, sports space, gymnasium, equipment, furnishing, parking space etc. present in the college campus.

Equipment: Items acquired by the college including, but not limited to sports, scientific and laboratory equipment, computers and information technology equipment and miscellaneous equipment with prior written sanction of the Principal.

Furnishings: Items acquired by the college including, but not limited to classroom tables, chairs and benches, laboratory tables and storage, workstations, file cabinets,

bookcases, office tables, garden benches, other miscellaneous furniture, curtains, blinds etc.

College Premises: This includes college land that contains- ground, gardens, parking lot, gymnasium, corridors, pathways and buildings.

Moveable Equipment/Asset: Assets that are not permanently fixed to college building, that can be removed and/or moved from one place to other without extensive alterations or causing any damage to the existing infrastructure. These assets can be re-used after movement or relocation.

Acquisition Value: The original purchase cost of an equipment or asset and entered in dead stock register, or the value assigned to equipment or asset acquired through contribution or a transfer from an external or internal unit.

Perishable items: Items or assets which are perishable like wires, glassware, chemicals, papers, stationery etc.

User Categories

1) Internal User

This refers to departments, office, committees, teachers, students on roll, non-teaching staff.

2) External Users

This refers to government and non-government organizations, alumni etc.

Classification of Activities/Events held in the College

1) **Regular Academic Work:** This refers to classroom lectures, laboratory/ practical sessions, tutorials, student seminars, personality development classes, etc. based on the curriculum of the courses run by the college as per UGC/DHE/ KUK norms

and as per the allotment of the ground time-table prepared by a competent committee and sanctioned by the Principal.

- 2) **Co-curricular Academic Activities/Events:** This refers to any program, meeting or activity that is not an academic class but it is directly related to the delivery of formal curriculum. This may include guest/extension lectures, Workshops, Seminars, Study tours, Field trips, factory visits, etc. organized by the faculty or students with prior written sanction of the competent authority, i.e., Principal/HoD.
- 3) **Organized event:** Seminars, Conferences, Faculty Development Programs, Discussions and workshops organized with the help of funding agencies, Placement Drives, Annual functions, National Days' celebrations, entrance/regular exams, extension activities, sports events, cultural programs and competitions organized by faculty/students/alumni/NGOs/Govt. agencies/ Private agencies etc. with prior written sanction of the competent authority, i.e., Principal. Preference to organize events is given to agencies/organizations with which college has signed MoUs. The event may or may not involve the faculty and/or students of the college.

ALLOTMENT AND UTILIZATION OF CLASSROOMS

Scope

- a. The classroom allocation policy enables the college to utilize institutional resources efficiently.
- b. The policy also provides a guide to start new courses and programs by taking into account the current utilization of space and availability of space for new programs.

Competent Authority/Committee

The Principal is the competent authority in all matters related to the college. In this capacity, he/she constitutes a Time-Table committee comprising of two to four senior faculty members from different streams, which in co-ordination with

HoDs of all the departments prepares a ground Time-Table for the college. It is the responsibility of this committee to judiciously allocate all the classrooms keeping in mind the following considerations:

1. All the classrooms should be allocated in consideration with the departmental time-tables submitted by the HoDs as per the required work load suggested by the UGC/DHE/KUK.
2. Preference is given to faculty with health issues or faculty/students who are “divyang jans”. The committee should allocate ground level classrooms to them.
3. Maximum and optimal utilization of classrooms at any given point of time.
4. Classrooms should be allocated considering the strength of the class, that is, classes should be held in appropriately sized rooms.
5. Classrooms can be used for other academic activities and organized events when there is no instructional schedule. Use of classrooms for these activities must be made with prior permission of the authority.
6. The Time-Table should strictly adhere to the college timings, i.e., from 8:20 A.M. to 5 P.M. The committee should ensure that all the classrooms are allocated within this time span from Monday till Saturday.

ALLOTMENT AND UTILIZATION OF LABORATORIES

Scope

- **Laboratory** is a part/facility of the college building that provides controlled conditions/environment in which scientific or technological research, experiments and measurements are carried out.
- College laboratories are rooms used primarily for formally or regularly scheduled practical classes that require special purpose equipment, experimentation and observation by the students.
- The college has Physics, Chemistry, Botany, Zoology, Bio-technology, Computer Science, Electronics, Home Science, Mathematics, Language and IT laboratories. The students are divided into batches and practical sessions are arranged batch-wise.

Competent Authority/Committee

The Principal is the competent authority in all matters related to the college. In this capacity, he/she constitutes a Time-Table committee which in co-ordination with HoDs of all the departments prepares a ground Time-Table for the college. This committee judiciously allocates all the laboratories keeping in mind the following considerations:

1. All the laboratories should be allocated in consideration with the departmental time-tables submitted by the HoDs as per the required work load and student batches created as per recommendations of the UGC/DHE/KUK.
2. The time schedule of the batches is decided by the time table committee and conveyed to head of the department.
3. Departments assign and configure assigned laboratory space to maximize utilization and align use with the Faculty's academic goals. Head of the department allots part of laboratory space to each batch, when there is more than one batch at the same time.
4. The head of the department should adjust space in such a way that there should be no dispute among practical In-charges of different batches.
5. The Heads of the departments ensure that the laboratory space is optimally utilized by identifying, allowing and encouraging the 'slow learners' to use labs during free lectures under the supervision of departmental faculty whosoever is free in those periods.

ALLOTMENT AND UTILIZATION OF ADMINISTRATIVE OFFICE

SPACE

Administrative office space includes rooms, cubicles or cabinets assigned to one or more individuals on a regular basis containing furniture and other equipment and used by administrative and support staff. These include single or multiple-occupancy rooms for Principal, Heads of various departments, Librarian, NSS/NCC/YRC/CGC/Placement Cell/IQAC/Women Cell offices, administrative staff as well as rooms directly serving office space in this category such as conference rooms, file rooms, computer rooms for administrative use, waiting and reception areas, storage areas, private toilets, rest and

changing rooms. Administrative space is allocated to individuals on need basis and on the size and complexity of departmental operations.

POLICY

- Office space is the College property that is allocated to administrative staff, heads of various departments, librarian, or to any committee as available, in a manner that best advances College interests. No individual “owns” the space to whomsoever it has been allocated.
- Assignment of multiple offices for faculty and staff is generally not permitted unless there is a true demonstrated need.
- Office to each department is allocated by the Principal of the college.
- Offices to administrative staff are allocated by the Principal.
- The Principal will ensure that all offices are occupied. When any office is left unoccupied for significant period of time due to sabbaticals or other leaves, the college may use this office for other purposes as and when the need arises.
- If an office space remains underutilized for a period longer than one year, the Department will be required to provide a justification for the requirement of the space.
- The storage space/cabinets in the Department offices will be allocated by the Head to other faculty members of the department.
- Storage space is required for office staff for storage of old account books, old admission documents, and other important files. Storage rooms are built by the college for storing these materials. The storage space is allocated to office staff members according to the need and importance of the material to be stored. The space/cabinets in the Administrative offices will be allocated by the Deputy Superintendent to other members of the office administration. The material will be classified and stored. Relocation of storage space is done by the Deputy Superintendent on the basis of need and request of staff.
- Offices to other facilities like NSS/NCC/YRC/CGC/Placement Cell/IQAC/Women Cell etc. are allocated by the Principal keeping in view the requirement and availability of such spaces.
- The competent authority ensures that the departing/superannuating

administrative staff and faculty members leave the office furniture in place and office keys are returned to the authority. If faculty or administrative staff member requests for relocation of his/her office to the office vacated by departing staff, application is to be made to the principal. The offices vacated will be reallocated to other staff members by the competent authority.

ALLOCATION AND UTILIZATION OF COMMON SPACE

For Regular Academic Work, Co-Curricular Academic Activities/Events and Planned Events

Overview

Common space present in the college is allocated for different activities such as exhibitions by departments, extension activities, alumni meets, cultural activities, Guest lectures, seminars, science exhibitions and other programs arranged by different departments for students. For these activities space is required. The space is allotted to these activities on the basis of importance of the activity and number of students participating in it.

The common space is allotted to the activities with prior written permission of the Principal of the college.

Allocation of Common Space to External Users

- Common space is allocated to internal as well as external users keeping in mind that no disturbance is caused to the regular academic work of the institution.
- The common space is not allowed to be used for political purposes.
- The college space is allocated to different users on the basis of their request.

The space is allocated for following activities:

- (1) Classrooms for Competitive exams by government organizations, corporations, private agencies etc. for which charges are drawn as per the rules and regulations of the concerned organization/agency.
- (2) Seminar halls for lectures by NGOs
- (3) Auditorium for alumni meets, Govt. functions, Elections, Strong room, etc.

(4) College ground for organizing sports meet or Value Oriented programs by Govt. agencies

Common Space Facilities

- **Auditorium**
- **Conference Room**
- **Seminar Rooms**
- **College Ground**
- **Common Room**
- **Staff Room**
- **Parking Space**
- **Canteen**

Conference Room

Conference room is equipped with LCD TV and projector, computer and internet facility. When the conference room is required for different activities at the same time then priority is given to the activity deemed more urgent by the competent authority, i.e., Principal. Conference room is allocated for following purposes.

- Meetings of IQAC
- Faculty and staff meeting by the principal
- Small training workshops for faculty and staff
- Meetings of different college committees

Auditorium

The college has a fully equipped, state-of-the-art auditorium with a seating capacity of over 700 people. This facility is allocated to both the internal and external users with prior written sanction from the Principal. The record of allocation is maintained by the college Deputy Superintendent. The events organized in the auditorium are:

- Cultural events like Talent Show, Youth Festival, Fests, etc.
- Subject Exhibitions
- Orientation Programmes
- Invited Guest Lectures
- Large scale meetings/ Conferences
- Alumni Meet
- Annual Functions like Prize Distribution, Convocation, etc.
- National Festivals like Independence Day, Republic Day, etc.

Seminar Rooms

The college has four fully equipped Seminar Rooms. First Seminar Room is located on the first floor which is frequently used for allocation to the internal and external users. The second Seminar Room is located on the ground floor and is attached to the Commerce dept. of the college. Two other Seminar Rooms are used by the Computer Science dept. of the college for their lectures and workshops. The allocation of first seminar hall is monitored by the college Deputy Superintendent. The allocation of the second seminar hall is managed by the Head of the Commerce dept. Third and fourth seminar rooms are allocated by the HoD, Computer Science dept. The computer technician and electrician make all arrangements in the seminar rooms. Faculty members are also trained to handle and use the equipment. The seminar rooms are allotted according to following priorities

- Workshops/Conferences organized with the help of funding agencies
- Guest Lectures for students
- Guest Lectures for faculty and staff
- Lectures by faculty to students
- Placement drives for students
- Extension activities
- Activities by external users

Prior written permission must be taken by the respective persons for organization of activities from the competent authority, i.e. the Principal of the college.

College Ground

The college ground, on routine days, is used by the department of Physical Education for its athletes and players to practice upon. However, it is allocated to external users, like Govt. agencies and organizations for activities like-

- Fairs/Exhibitions
- State/Division level functions like Independence Day/Republic Day celebrations
- Large scale Value Oriented events/programs
- Election purpose

Common Room

The college provides an exclusive common room to be used by the girl students of the college. Girl students can sit there during their free lectures. The Principal deposes one female faculty member as In-charge of the common room. A number of facilities are available in the Girls' Common Room, such as

- HD TV with cable network facility
- Sanitary Napkin Vending Machine with Incinerator
- Clean and hygienic washrooms
- Comfortable furniture
- Indoor games like Carom, Chess, etc.
- Magazines and Newspapers
- Notice Boards to display information or creativity of the students
- First-Aid kit

Staff Room

The staff room is primarily reserved for the teaching and non-teaching staff of the college. The staff secretary chosen unanimously by the staff members is responsible for the upkeep and maintenance of the same. The college staff room is equipped with facilities like RO system for safe drinking water, refrigerator, HD TV with cable network, clean and hygienic toilets separate for male and female, comfortable furniture and a display board for notices & circulars. Newspapers are also provided to the staff

members in the room. No outsider is allowed in the staff room. However, staff members are allowed to entertain and meet their acquaintances in the staff room if they so wish.

Parking Space

The college has its own parking lot which is exclusively for internal users, that is, students on roll and teaching and non-teaching staff of the college. Outsiders are not allowed to park their vehicles in the parking lot. Only visiting dignitaries, members of the inspection committees and other esteemed guests are allowed to bring their vehicles inside the campus and park in the parking lot. However, with prior sanction by the college Principal or In-charge of the Discipline committee, outsiders visiting the college for some genuine purpose, can park their vehicles in the parking space.

The college provides Parking Stickers with numbers to its staff members as well as students as a mark of identification.

Canteen

The college canteen is a common space utilized by the internal users of the college including students on roll and presently teaching and non-teaching staff of the college. No outsiders are allowed to enter the college canteen. Following policy is adopted for allocation and maintenance of the canteen space:

- The canteen space is sub-let to an outside contractor by floating a tender.
- Once the canteen area is sub-let, it becomes the responsibility of the contractor to keep it clean & hygienic.
- Food items & beverages are sold on affordable and pre-approved prices.
- The Principal appoints a Canteen committee which regularly inspects and surveys the hygienic conditions of the food prepared and served.
- The students are expected to maintain discipline and decorum in the canteen.
- The canteen has full HD TV screens installed for students' viewing.
- Notice boards are also installed for display of important circulars/notices.

LIBRARY SPACE UTILIZATION

Basic Layout

Library space is classified into five categories: Reading room with Magazines & Journals, Reading Room with cabinets and open shelves for books for UG classes, Reading Room with cabinets and open shelves for books for PG classes, Online resources room and Books Return Counter. Reading rooms contain seating arrangement for students to study during allotted time. Library space contains closed cabinets and open shelves. The space is used to house arranged collections of books and other educational materials for use as a study resource. The library space also contains equipment or materials like computers, multimedia carrels, LCD TV, CD and DVD players that are used as learning aids. The library space is not restricted to a particular academic discipline or programme. The space is continuously monitored by CCTV cameras. The Library also provides access to e-resources with over 45 computer systems, which are installed in the Online Resources room and Reading room with Journals and Magazines.

Authorized Users

Library space facilities are extended to current students, present faculty and staff and also to the retired staff members of the college. The facility can be availed by external users such as research scholars, alumni, parents and other persons with prior permission of the competent authority. Special fee/Security is charged from external users if they want this facility for a longer duration. The librarian ensures that there is no misuse of the space by any user.

The library facility is available from 8:20 am to 5 pm every day except on holidays. Library study room remains open for additional time during examination period.

SPORTS FACILITY UTILIZATION

The Sports Facilities Rules designed by the college authorities aim to serve as general guidelines to internal and external users and are also the source of information pertaining to College sports facilities. The college authorities reserve the right to modify or amend these rules as and when necessary. Announcements concerning the above are made via circulars displayed prominently on the notice boards in the premises, accordingly. All sports facilities present in the campus are mainly used for sports education, training, competition and recreation of the college students, faculty and staff members.

Gymnasium

The college has a state-of-the-art and fully equipped gymnasium. Authorized users for the gymnasium facility are current students and staff members currently serving in the institution. The schedule of gymnasium is decided by the HoD of the Physical Education department in consultation with the Principal.

Rules for use of gymnasium are as follows:

- Only those internal users who have been trained to use the fitness equipment, and are able to provide fitness training records are allowed to use the Gym.
- Before using fitness equipment every user has to sign in a register.
- Every user will use gymnasium facility for scheduled time only.
- Every user should wear proper attire during use of gym. Recommended attires include T-shirts, sports trousers and sport shoes.
- Without special approval, food and beverages are prohibited in gymnasium during sports events, practices.
- If weights, pulleys or other parts of stations are jammed, user should not try to repair it. He/she should bring it to the notice of the concerned teacher of the dept. of Physical Education.

Courts

The college has a Basket Ball court and a Cricket pitch for the internal users only.

Rules for use of courts are as follows:

- These facilities are available to the players and students of the college as well as students from S D Vidya School, which is a sister concern of the college.
- Internal users adhere to schedule prescribed by the college so that it does not disturb the classes.
- Users use non-marking athletic shoes on during practice and matches.
- Users are forbidden to hang on basketball rings or net.
- Users are required to take care of their own belongings and safety while using the sports facilities. College is not responsible for the safety of their belongings.
- All the material/equipment taken for practice is to be returned in time to the Physical Director.

College sports facilities are made available to external users when there are inter collegiate, University level or other sports competitions.

Apart from this, the college ground serves as Sports Nursery/ Coaching Academy for Junior Girls' Cricket and Boys' as well as Girls' Handball teams by the Haryana government and the Sports Authority of India (SAI).

EQUIPMENT

College Equipment

The college owned equipment such as computers, LCD projectors, Televisions, Sound equipment, printers, audio-visual aids are operated only by trained personnel who are authorized by the College. Computers and LCD Projectors are handled by trained computer technicians. Audio amplifiers and speakers are also operated by trained personnel. Internal users requiring the use of College equipment shall request these services when reserving the facilities by seeking prior written permission from the

competent authority, i.e. Principal. Technicians will make arrangements of this equipment and will set these up at the appropriate places as required by the users. If an authorized technician is unavailable, the use of this equipment will be denied. However, the facility can be utilized by faculty members who are trained to do so. If the external users organizing some event in the college premises require these equipment, they shall give their requirement in written to the Principal, who shall, then depute the appointed technician to make the arrangements. In case of any damage to the equipment, the external party will be liable to pay compensation for the same.

Laboratory Equipment

The college is the sole owner of all equipment purchased using different funds of the college. At the beginning of every academic session, requisition is sought from all the departments for purchase of equipment for practical and research purposes. The Principal appoints a competent committee to purchase the equipment. Custodial Departments have primary responsibility for the care, maintenance, physical inventory and control of the equipment in their custody. Head of the department has authority to allot the equipment to internal users. Head of the departments ensure that sufficient equipment is available for practical sessions and research work from the available equipment in the department. Head of the department ensures that:

- (a) With the help of faculty in the department, accurate, timely and complete information regarding equipment status and condition (e.g. acquisition, loss, movement to a new location, obsolescence) is provided to the competent authority;
- (b) The requirement of the equipment for practical sessions and research is reported to the competent authority.
- (c) Initiate the purchase of equipment by placing the list of required equipment to competent authority, who checks for the availability of funds and verifies that the purchase is allowable.
- (d) Upon receiving the equipment, thoroughly inspect all equipment to ensure that it is as per the order placed and undamaged.
- (e) After purchase of equipment proper object codes are assigned to equipment

and entered in the dead stock register with the help of Lab assistant.

- (f) Staff members participate in the performance of the physical inventory and system audits by identifying the equipment items.
- (g) In case of any damage or theft of equipment, it is brought to the notice of the authorities immediately.
- (h) The physical inventory is maintained by HoD with the help of laboratory staff on a biennial basis to verify the condition, location and use of equipment owned by the department.
- (i) To ensure that under no circumstances laboratory equipment is allotted to any external user as it is solely for the use of internal users.

Equipment purchased under Research Grants

Research projects are sanctioned to faculty members by different funding agencies like UGC, DST, BARC, and other agencies. Principal Investigator (PI) to whom funding agencies sanctioned the project is authorized to initiate requests for the purchase of equipment for his/her project. The PI should ensure that all terms and conditions are followed while acquisition of equipment and should take all required approvals from concerned authorities for equipment purchased under the grant. The PI is also responsible for (a) the care and maintenance of all purchased equipment for research project; (b) seeking appropriate permission before relocating the equipment, and (c) Notifying the authority of any changes with respect to condition, location, loss or damage to the equipment as soon as it occurs. In case any equipment is temporarily not in use but will be used in near future for research, the PI must ensure that the equipment is stored properly. The movement of equipment from college campus to an off-campus site is not allowed unless PI is granted due permission by funding authority. If permission is sanctioned for off-campus movement of equipment, Head of the concerned department and the PI must update the asset record to reflect the movement. If the PI leaves the college and joins some other college during the research project tenure, permanent movement of equipment to that college is allowed with prior permission of the funding agency.

Disposal Policy

In case any equipment has become redundant or damaged and is of no further use, the concerned Head of the department will make a list of such equipment and submit it to Principal. In case the equipment is sanctioned for disposal, the HoD will write it off from the department's dead-stock register. The college has a committee namely, Committee for disposal of waste equipment, that takes stock of the equipment written off by the departments and makes arrangement for proper disposal of the same.

2. Policy for Maintenance of Facilities

PURPOSE

The purpose of this policy is to issue guidelines for the maintenance and upkeep of College facilities like building, ground, laboratory equipment, furniture, library, sports facility and common space.

POLICY

1. The policy guides maintenance of college owned and controlled assets on periodic basis to keep assets functional.
2. It identifies potential maintenance requirements within the context of the planned maintenance so that corrective action may be planned and taken.
3. It frames a plan for continuous evaluation of college campus facilities to ensure that college facilities are up to date and ready to use.

Routine Maintenance

- Classrooms, offices, corridors, entrances and stairs are cleaned on daily basis for which sweepers are appointed by the college authorities. They are monitored and their work is supervised by the college Deputy Superintendent, who also allots them various sections for cleaning and maintenance.
- Restrooms are kept clean and hygienic daily by the appointed sweepers. Windows are cleaned periodically.
- The gardeners are appointed to remove rubbish from the college gardens, mow the lawns, trim over grown trees, tend gardens and assist in constant maintenance and upkeep of the college ground. The Principal appoints a committee for the beautification of the campus that guides the gardeners in landscaping and plantation of ornamental flowers and plants. The committee also suggests and requests the purchase of ornamental and other plants from nurseries.
- One faculty member from the Botany department is appointed for the upkeep of the Herbal garden who also suggests purchase and planting of various herbal and medicinal plants.
- A trained technician looks after the electrical equipment of the college and has following responsibilities:
 - Supply and fitting of light tubes, bulbs and fans
 - Minor repair of classroom and laboratory fans.
 - Replacement of electrical wiring.
 - Maintenance of electric meter room and batteries of UPS.
 - Upkeep and smooth functioning of Generator/Genset

Maintenance of Physical Infrastructure & College Building

Preservation of college assets for the safety of college staff and students requires a regular process of maintenance of college buildings and grounds.

White wash on the exterior and interior surfaces of the college building is

scheduled on a cyclical basis. However, it is also done on need basis or in case of emergent situations. This is decided by the college Principal in consultation with Construction & Maintenance Committee and conveyed to Management of the College.

Renovation, alteration and up-gradation of the existing academic, research and support buildings are done as per requirement, to accommodate new or reformed programs. This is decided by the Principal in consultation with Construction & Maintenance Committee of the college. The requirement for this is made to Management of the college and after seeking its due permission, the work is carried out.

Maintenance of IT Infrastructure & Electrical Equipment

The college has trained computer and electrical technicians for day-to-day technical needs of the college as well as for replacement and repair purposes. The requests from Head of Departments, faculty and staff are registered in a record book maintained by the college Deputy Superintendent. Requests are taken care of immediately, wherever possible. Computer technicians look after maintenance of IT resources like computers, printers, replacement of toners, software problems, networking issues. Minor replacements in the computers are carried out by the technician. Problems regarding electrical wiring, new electrical connections in college as well as departments are handled by the electrician. Electrician is also responsible for replacement or fitting of light tubes, bulbs, switches, MCB boxes. Technicians are available throughout the day.

If the problem is major, it is brought to the notice of Principal. The maintenance of major problems is done through the following procedure:

- 1) If there is need to change motherboard of the computer, necessary permission must be taken from competent authority, i.e. Principal.
- 2) If the printer has to be serviced, it should be done with prior permission of HoD followed by sanction of the Principal.
- 3) If complete electrical wiring has to be replaced due to short circuit or other

problems, permission for bearing the cost of the same must be sought from competent authority, i.e. Principal.

- 4) For replacement of electric meter permission must be taken from Principal.
- 5) For replacement of batteries of inverter, prior sanction by the Principal is must.

Maintenance of Laboratory Equipment

This policy document provides guidelines for maintenance of all types of equipment retained in various laboratories. Maintenance policy ensures that equipment is always ready to use and in reliable condition as well as calibrated to provide quality outputs.

- Once the equipment is purchased as per the standard procedure mentioned in the earlier part of the policy document, it is recorded in the departmental log books. The equipment is annually checked by the departmental stock checking committee.
- Heads and faculty in the departments are accountable for proper use of equipment. If the equipment requires maintenance or repair, Head of the department will be notified by the faculty members. The requisition will be made to the Principal with due sanction from the HoD.
- In case a small part of the equipment needs replacement, head of the department will make arrangement for that. With the help of laboratory assistant and attendant, the part with cost less than Rs. 2,000/- will be purchased and replaced. The cost of this replacement can be done through advances taken for the local purchase from college office.
- If some major maintenance, replacement or repair is required, first technicians will be called by Head of the department. A rough estimate of repair and maintenance must be taken from the technician. This must, then, be submitted to the Principal. The Principal will give necessary permission for the same. After this the vendor or technician will repair the equipment. The bill will be submitted to the college office and after due process the payment will be released to the vendor or technician.
- If there is necessity to move equipment out of college campus for repair or

maintenance, the permission must be sought from the Principal by the Head of the department.

- HoDs ensure that all equipment required for practical training of the students should be calibrated by trained technicians on regular basis.

Maintenance of Furniture & Fixtures

- The college authorities invite requisition from faculty and staff regarding any need of furniture or fixtures.
- The faculty members can also give unsolicited requisition, if the need arises by noting it in a record book maintained by the college Deputy Superintendent.
- Items such as blackboards, fittings and furniture are regularly renewed and repaired as part of the maintenance policy.

Formulated: June, 2018

Rajinder Singh
Dr. Rajinder Singh
Principal
Sanatan Dharma College
Ambala Cantt-133006



