

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms**

Effective utilization and proper maintenance of limited resources available at the college end requires a systematic approach. Firstly, because the same limited resources are to be shared by 20 different departments including science departments and, secondly the funds available towards maintenance are limited. Keeping in view these limitations, college have framed several committees and sub-committees to deal with this important aspect. During orientation programme, and right in the beginning of new academic session, students are made aware of the various resources available in the college and they are instructed to properly and safely maintain these resources in laboratories, classrooms, library and computer centres.

There are four different sections to deal with in maintenance

- (i) Civil maintenance
- (ii) Science laboratories
- (iii) IT infrastructure maintenance
- (iii) Library

For **civil maintenance** regarding classrooms (whitewash, whiteboard, greenboard, furniture, doors and windows, etc) applications adressed to the Principal are sent to the Section Head. The concerned staff then does the inspection, prepares an estimate and repair work is assigned to the college team (plumber, electrician, carpenter)/private vendor. Daily cleanliness of corridors and washrooms are maintained by the college support staff. The college has a regular electrician and plumber. The electrician is for fixing electrical line and panel faults, maintenance of air conditioning units, functioning electrical equipment, audio-visual systems for events/performances; overall state of electrical equipment, communication lines etc whereas the plumber is for ensuring adequate supply of water, functioning of bore wells, pumping of water, regular cleaning of storm water and sewage drains; adequacy of facilities in washrooms; underground/overhead tank and industrial RO maintenance. The area allocated for botanical, herbal gardens, rock gardens, playground and ecological space, are maintained by experienced and trained gardeners on a routine basis.

**Science laboratories** functional in five science departments (chemistry, electronics, botany, zoology and physics) and psychology department are maintained by technical and laboratory staff consisting of senior laboratory assistants, technical assistants and junior lab assistants, laboratory attendants, sports attendant, groundmen). Maintenance of equipment and other safety measures are looked after by technical staff on a daily basis. However, in case of requirement of expertise for calibration and advanced repair of equipment, vendors are hired from outside. Dead instruments are written off as per college and university rules.

The **IT resources** including computers (Desktops/Laptops) installed in various Departments, Computer Centres, Science Laboratories, Administrative Blocks, Library and other sections are maintained by individual users and concerned staff. For repair/maintenance/upgradation of these computers and related accessories, a non-comprehensive Annual Maintenance Contract (AMC) has been signed by the college with a private vendor. Many of the major equipment like generator sets, 5-10 KVA UPS, water purifier, the EPABX system, Xerox machines, and computer systems are kept under AMC.

The **College library** is fully air conditioned and equipped with reading spaces for students/teachers having wireless internet access and computer workstations. The library has an excellent collection of books along with access to a large number of electronic and digital resources provided by the University of Delhi through Delhi University Library System. The users of the College Library are also provided with the facility of photocopying and printouts inside as well as outside within the College campus.