



HANDIQUE GIRLS' COLLEGE

Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities - Laboratory, Library, Sports Complex, Computers, Classrooms, etc.

The maintaining and planned utilization of physical, academic and support facilities in the College is essential for creating an environment that is appropriate and adequate for learning. The systems and procedures that are followed for this is detailed below:

Allocation of Resources:

Resource allocation: The Annual College budget, which is approved by the Governing Body of the College, provides for funds for maintenance and operation of existing facilities and equipment. The allocations are available under the following budgetary Heads:

1. Municipality/Water/Electricity
2. Building
3. Library
4. Students' Welfare
5. Telephone
6. BCA/PGDCA Course
7. Office
8. Laboratory Expenditure
9. Internet/Campus LAN/ Central Computer Centre Maintenance
10. Furniture and fixtures
11. Sports and GYM
12. Hostel
13. Priority (2018-2019)

Maintenance of Physical Facilities:

The College's Construction and Maintenance Committee is responsible for the maintenance of physical facilities in the College. The systems and procedures involved in doing this are detailed below:

1. All requests for repair and maintenance work from different units in the College are received in the Principal's office and forwarded for follow up, to the Construction and Maintenance Committee.
2. The College has engaged Architectural and Engineering consultants who prepare estimates for maintenance and repair works, when needed.

3. For repair and maintenance involving civil works, of work value up to Rs. 5.00 lakhs, the College has empanelled contractors. Open tenders are invited for works of higher value.
4. For electrical repair and maintenance, the College has engaged an electrical firm to provide the services of an electrician who is on call.
5. For repair, maintenance and minor construction work, which are urgent in nature and where the value of each such work does not exceed Rs. 1.50 lakhs, the Governing Body has permitted execution of the work by the College under the supervision of the Construction and Maintenance Committee.
6. Maintenance and repair of plumbing is done by plumbers who are on call.
7. There is provision for routine maintenance of critical support facilities, including the generator and all Aquaguard drinking water points through Annual Maintenance Contracts.
8. For maintenance of the grounds, the college engages a gardener on a full-time basis. However, when needed, the maintenance of grounds is carried out by engaging daily wage workers.
9. Cleanliness in the campus is looked after by a support staff of nine employees.
10. Issues with water supply and sanitation in the College are addressed through the water supply wing of the Public Health Engineering Department, Assam and the Guwahati Municipal Corporation.

Maintenance of other facilities:

Along with the buildings and grounds, regular upkeep of classrooms, library facilities, laboratory facilities, computers and the campus LAN, sports facilities and campus surveillance system is important.

Classrooms: The classrooms are under the overall supervision of the Classroom Committee. Teachers or students who encounter problems with classroom facilities bring this to the notice of the Principal's office and the issue is referred to the Classroom Committee for follow up, drawing in the Construction and Maintenance Committee if necessary.

Library Facilities: Library facilities are maintained under the supervision of a Library Committee. This Committee is responsible for overseeing the functioning of the Library. It guides the procurement of books and other library resources based on the requests received from the various teaching departments, individual teachers and students of the College.

The maintenance needs of library equipment are supervised by the Librarian, who with approval from the Library Committee seeks sanction for the needed work from the College authority.

Laboratory facilities: The laboratory facilities available in different teaching departments are under the supervision of the respective Heads of Departments. They are responsible for ensuring that the laboratory facilities are properly maintained. Repair of equipment is done by calling in authorized service personnel, who first provide an estimate of the cost of repair and on this being approved by the College authority, are given a work order for the work. For minor works, the Head of the Department can write for permission for the work and on receiving this, draw an advance or seek reimbursement for the expenditure on the work.

Laboratory facilities linked to different projects are under the respective PIs who are required to follow the Colleges procedures in maintaining their facility.

Central Computer Centre, other computers and allied equipment, and the campus LAN: The College has not found it affordable to have AMC's for all its computers and allied equipment. The in-charge of the Computer Centre, with support from the College's Computer Science Department, looks after the upkeep of all computers, allied equipment and the Campus LAN. Maintenance needs are met by calling in service personnel to provide estimates for the work and then a decision is taken on its execution.

Sports Facilities: Sports-in-Charge of the College looks after the maintenance of all sports facilities in the College. In the upkeep of the College gym, he is assisted by the gym Instructor.

Campus Surveillance System: The campus surveillance system is monitored by the Principal's office and its maintenance is done by service personnel who are on call.

Utilization of facilities: In ensuring that the facilities in the College are optimally used the following measures are in place:

1. The Classroom Committee looks in to the requirement for rooms and also takes in to account students' convenience in preparing the College Routine with classroom allotments.
2. Proper utilization of library facilities is ensured by providing all students in the College with a library user's orientation and regularly adding to the library resources to meet user need.
3. In laboratories, faculty members plan their practical groups to ensure that students have sufficient access to required equipment
4. There is planned access to the College's IT resources.
5. The sports and gym facilities are accessed according to a schedule that is prepared to benefit the maximum number of users.