

# **Internal Quality Assurance Cell (IQAC)**

**G.B. pant memorial Govt. College**

**Rampur Bushahr District Shimla HP**

## **THE POLICY AND THE PROCEDURE FOR REGULAR MAINTAINANCE AND EFFECTIVE UTILIZATION OF PHYSICAL AND ACADEMIC INFRASTRUCTURE AND OTHER ICT FACILITIES.**

The regular and effective maintenance and up keeping of the available resources for optimal functioning of the mechanism is the hallmark of any quality education catering to the needs of the students with diverse backgrounds. This college, GB. Pant Memorial Govt. College has a robust and transparent mechanism to address the matter of maintenance and utilization of the physical and academic infrastructure facilities. The college has a well-established system for maintenance and utilization of computers, classrooms, equipment and laboratories in the campus. Various committees are constituted are operating actively and efficiently in the college to solve the potential lacunae in the infrastructural, curricular, co-curricular and extracurricular areas. The Committees of the college that comprises Building Committee, Planning Committees, Purchase Committee, Campus Development Committee, Campus Environment and Eco Club Committee and Library Advisory Committee constantly monitor and evaluate the status of the academic and physical infrastructure of the college.

## **Maintenance, Renovation and Enhancement of Physical Infrastructure and Other facilities.**

The physical facilities including Hostels, Gyms, stores, Toilets, Napkin Vending Machines and inclinators, Play grounds, Volleyball and Basketball Court, Auditorium, Seminar Halls, Smart classrooms, Laboratories, Classrooms and Computers etc. are for the students admitted in the college. The physical facilities are maintained and monitored by College Development Committee and the Building Fund Committee appointed by College Staff Counsel and the state Directorate of Higher Education, Shimla HP. A standardized protocol is in place to tackle problems comprising a maintenance committee and the committee communicates the issues related to water supply, electricity, campus cleaning and minor repairs are looked after by the electricians, technocrats, and carpenters of the HPPWD department as per the MOU of the govt. The committee is responsible for the uninterrupted power supply and maintenance of equipment like generators, general lighting, power distribution system, solar panels etc. The maintenance and the cleaning of the classrooms and the laboratories are done by supporting staff. Housekeeping services are done by supporting staff and are made available during the day time in all days. The college flower pots and other flower beds are maintained by the students and the staff on a voluntary basis.

## **Maintenance, renovation and up-gradation of Classrooms and Laboratories**

All classrooms are laid out with adequate infrastructure be-fitting teaching and learning. Laboratories of G.B. Pant College are fully functional with all necessary equipment and apparatuses. The college has 4 labs with all necessary shielding from hazardous materials and situations. Improved safety is ensured through instant evacuation plots, exhaust ducts, goggles, masks and first aid kits. Concentrated acids and hazardous chemicals are safely kept in lockers. All of them are equipped with fire extinguishers and other primary firefighting paraphernalia. All the 3 computer labs (Including e-learning center and Language lab) are equipped with adequate number of computers with required component configuration and are set

in spacious climate-controlled rooms. All displays are tuned to emit very low blue light which makes them eye friendly. Malicious cyber infiltrations are checked with constantly updating antivirus software and firewall. All equipment in the lab are purchased after considering its energy efficiency adding to the sustainability of resources and conservation of energy.

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works.

### **Maintenance and Up- gradation of ICT facilities**

The ICT enabled Smart Class Rooms and the related system are maintained with AMC. To minimize e- waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi should be used only for academic purposes. Campus wifi is maintained by service providers like BSNL. The college website is maintained by the firm approved and recommended by the Staff Council with the suggestions and inputs of the IQAC of the college.

### **Library up keeping and Maintenance**

The library staff is clearly instructed and encouraged for the care and handling of library documents, particularly during processing, shelving and conveyance of frequently borrowed books. The library is well maintained in tune with the changing academic needs and ever-growing reading habits of the students and the other stakeholders as well. It is partially automated using SOUL 2.0 All books are marked, classified and advantageously placed on the racks. The positions of the books are updated with the SOUL.2.0 for easy retrieval. As a proactive intervention, all books are periodically inspected to find possible damages and binding is carried out if necessary. The library puts great effort for streamlining resources by purchasing books of various faculties and weed out the obsolete titles making it one of the competent and well managed college libraries.

## **Maintenance of Sports and Games Facility**

The sports equipment, gymnasium, playground and various courts are supervised and maintained by the department of Physical Education. Training for sports and games are given under the guidance of the physical education instructors. The institution occasionally hires professional trainers for special sports training and field maintenance. Ground levelling and other repairs are done annually during the mid-summer vacation. All sports equipment and play areas (including indoor and outdoor stadia) are well maintained. Ample first aid supply always stands ready for meeting potential injuries and physical traumas to meet out the emergency situations which occur during the teaching learning and sports activities in the campus.

### **Maintenance and utilization of the Auditorium and the playground.**

There is a well written policy and procedures for the utilization of the Playground and the Auditorium for the students for academic, sports and cultural events. Besides this the facility is provided to the stakeholders with user charges for organizing the functions and the events. The social and community activities are organized by various govt. bodies along with NGOs to spread the awareness of different social betterment issues so that the social outreach may be possible. The facility of the same is rented out on holidays to generate resources to the college administration for the use of the same in the welfare of the students. The meeting of the advisory committee is convened to decide the issues which may not be in assonance of the framed policy of the same for necessary consensus and execution for the effective utilization of the available resources



Principal  
G.B. Pant Memorial  
Govt. College Rampur Bsr.  
Distt. Shimla (H. P.) - 172001