



# Government PG College for Women Rohtak



**POLICY**

**ON**

**INFRASTRUCTURE**

**(PHYSICAL & ACADEMIC)**

**UTILIZATION & MAINTENANCE**



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## Introduction

Government PG College for Women is located in the heart of the city, has an environment friendly campus running to 19.6 acres. The institute is having a distinct educational ideology and offering a variety of UG and PG programmes including Humanities, Commerce, Sciences and Computer science across a wide spectrum of disciplines to prepare enlightened citizens with strong value-base. The infrastructure at the GPGCW comprises of sprawling, state of the art buildings; smart classrooms; hostels and cater to the emerging requirements consequent to the expansion plans.

Sports infrastructure include big eight-acre multipurpose sports field, separate handball, basketball & badminton courts, a gymnasium and wrestling and boxing mats. All the facilities have been developed and upgraded time to time as per Haryana Government norms grants and sanctions. College campus has its own Water Tank Sub-Station ensuring uninterrupted water supply. Being futuristic and environment friendly in its approach, rain water harvesting system has been developed in the campus itself.

A well-maintained infrastructure contributes to its teaching, learning and research programmes. The college has an established system for maintenance and utilization of its IT Infrastructure like computers, classrooms, equipment and laboratories. College boasts of its Computer Awareness Lab, the Computer Science Department Lab, English Language Lab, Departmental Computer Labs in the Departments of Commerce, Geography, Mathematics, and Physics provide students and faculty with a wide range of ICT facilities. IT Infrastructure is supported by twenty-four broadband router connections, two 4 MBPS, leased lines, and a Wi-Fi facility with speed of 50 Mbps. This document provides a comprehensive framework on how the infrastructures and the facilities are maintained to ensure that it contributes to the effectiveness of teaching-learning and research. This document presents the diagrammatic representations of procedures followed and the various processes to be done to take care of the infrastructural facilities.

College owns three hostels for girls in the campus with necessary amenities like individual cot, study table, chair & wardrobe with locking facility. The hostel is provided with 24 hours power backup with good drinking water facility. The other facilities available include reading room, TV lounge, playground, gymnasium, garden, Indoor games, and News Paper and CCTV surveillance. Students are provided with wi-fi internet facilities in the hostel during the prescribed time.

## Objective

GPGCW invests adequately in infrastructure for effective delivery of its teaching, learning and research programmes. This document provides management framework and outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. The optimal utilization of the physical infrastructure is decided by the head of institute along with IQAC.

## Procedure underlying Infrastructure Utilization Policy:

- The classroom scheduling and utilization will be decided by timetable committee.
- Requirement of classroom will be decided by the IQAC coordinator and principal on the basis of the workload and conveyed to the time table committee.
- Faculty with health issues will be given priority to schedule their class at appropriate classrooms. Divyang students will be given priority in assigning the classroom which is easily accessible.
- Sometimes academic events will also be organized in the classrooms. For such activities permission must be taken by organizers from the principal of the College.
- The time schedule of the laboratories would be conveyed to the time table committee by the head of the departments. In addition to practical sessions the laboratory space may be used for research purpose by faculty and students.
- Smart classes combined with the internet opens the door to the vast world of online study materials. This way, the education would not be restricted to our textbooks.
- College seminar halls would be used to organize induction/ orientation functions, guest lectures, IQAC activities, workshops, alumni meet, placement drives, council meetings, seminars/conferences and co-curricular activities.
- College computer labs would be used by all the departments for conducting computer related practical, filling online admission forms, guest lectures, placement drives etc.
- The faculty members, staff, lab assistants will be given the responsibility to utilize the equipment under their purview.
- Storage space will be allocated to office staff members according to the need and importance of materials to be used.
- District/University administration may also demand to use College space. While allocating space for external administrative activities care must be taken so that academic classes and activities in the college are not disturbed.

- College has one spacious library which is extended to students, faculty and staff of college. The schedule of the library will be decided by the Library Committee.
- The sports arena in the campus will be used for sports, education, training, competition and recreation by the college students, faculty and staff members.
- Gymnasium is equipped and its schedule will be decided by faculty of Physical Education.
- The College owned equipment such as computers, LCD projectors, audio-visual aids, printers, CCTV cameras, generators must be used/placed judiciously.

### **General Procedures of Maintenance Policy:**

- ◆ The college will follow well-established system for making the best use of available infrastructure and maintaining it on a regular basis.
- ◆ To achieve clarity about respective roles and a sense of responsibility among staff members, a transparent SOP (Standard Operating Procedure) will be followed.
- ◆ There would be an effective distribution and delegation of work through a thorough structure of committees/head of the departments to ensure the active participation of staff.
- ◆ These committees/head of the departments would work autonomously on their assigned tasks with due permission/sanction by the principal.
- ◆ The dispersed works would be well understood and it must imperative that all purchases are made following a uniform, systematic, efficient and cost-effective procedure, in accordance with the relevant rules and regulations of the Government.
- ◆ The set procedure to purchase any item or get the work done would involve the assessment of need, the calculation of estimated cost, the approval of administrative sanction, the formation of a committee to get quotations from the open market, the comparing of rates of the quotation, the approval of financial sanction, the placement of order to the lowest bidder and the final payment after the completion of the process, would be followed adopting standard operating procedures.
- ◆ The College will maintain and explore infrastructure facilities from time to time.
- ◆ Infrastructure and Construction committee will propose to Principal and IQAC about the requirement of infrastructure and it is updated accordingly.

- ◆ All the equipment in the Laboratories and basic amenities will be maintained by the respective lab attendants.
- ◆ All the sports equipment, indoor hall, Gymnasium and various courts are supervised and maintained by Sports Committee, Physical Education Department and Purchase Committee. Ground level maintenance is done from time to time by ground men.
- ◆ All the stock registers will be maintained by the concerned in charges.
- ◆ Library staff will be clearly instructed for the handling of library documents, shelving and conveyance of documents Committee strictly instructs that dust should not be allowed on the documents because it could create biological imbalance. Proper pest management must be done to minimize the problems caused by insects.
- ◆ The College Beautification Committee would be responsible for the cleanliness of the campus area including grounds, lawns, assembly area. Toilets are cleaned twice every day. Flora maintenance is done by the same committee along with the gardener.
- ◆ CCTV Cameras, Computers, Server, LEDs, Projectors, Wi-Fi facilities are maintained by respective professor in charges following SOPs.
- ◆ The College website is maintained regularly by website committee.
- ◆ Respective departmental committees maintain departmental activities and minutes.
- ◆ The Infrastructure Policy is implemented after the approval given by Principal and IQAC.

### **Standard Operating Procedures:**

Most of the purchases must be done from government procuring agencies including Government e-Marketplace (GeM) as per government guidelines.

Any public purchase [other than government procuring agencies] should be conducted in a transparent manner to bring competition, fairness and elimination of arbitrariness in the system.

The following are some important measures to achieve the same and, thus, secure best value for money:

- (a) The text of the document for inviting quotation [making any purchase] should be user-friendly, self-contained, comprehensive, unambiguous, and relevant to the objective of the purchase.

- (b) The use of terminology used in common parlance in the industry should be preferred.
- (c) The specifications of the required goods should be framed giving sufficient details in such a manner that it is neither too elaborate nor too sketchy.
- (d) The specifications must meet the essential requirements of the user department.  
Efforts should also be made to use standard specifications, which are widely known to the industry.
- (e) The demand document should clearly mention the eligibility criteria to be met by the vendors such as minimum level of experience, past performance, technical capability, manufacturing facilities, financial position, ownership or any legal restriction etc.
- (f) The procedure would include
  - i. Inviting the quotation in sealed envelopes with clear deadline for submission of quotation.
  - ii. Sufficient time should be allowed to the vendors to prepare and submit their quotations.
  - iii. A day after the dead line of quotation submission, the sealed envelopes must be opened in the presence of head of the institute and a three membered committee/purchase committee, who will mention date & place of opening on the sealed envelope as well as on the quotation.
  - iv. Quotations should be evaluated in terms of the criteria already incorporated in the quotation invite document.
  - v. It should be made clear in the quotation invite document that vendors are not permitted to alter or modify their quotation after expiry of the deadline.
  - vi. Negotiations with the vendors must be severely discouraged.
  - vii. However, in exceptional circumstances, where price negotiations are considered unavoidable, the same may be resorted to, but only with the lowest evaluated responsive tenderer, and that too with the approval of the competent authority, after duly recording the reasons for such action.
  - viii. The comparative statement will be prepared by the committee and must be duly approved by the bursar and the principal.
  - ix. The name of the successful vender to whom the supply order/contract is awarded should be appropriately notified.

- x. In exceptional and emergency circumstances only, on the spot quotations may be invited with due permission of the competent authority.
- xi. Day today needs are met by direct purchases [without] from the market for Rs 500/- only

## **Maintenance Policy for Specific Areas**

### **Maintenance of Physical Facilities:**

➡ The physical facilities are maintained by public works department, Government of Haryana. The services of plumbers, electricians and water services are available round the clock in the campus. The entire water supply system including bore well and water distribution system is undertaken by PWD department.

### **Maintenance of Classrooms, Furniture and Laboratories:**

➡ Classrooms with furniture, teaching aids and laboratories will be maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants will take care of their respective laboratories and stocks. The Heads of Departments report to the principal, periodically for all the maintenance works. Staffs of respective department must monitor effective utilization of the laboratories. Time table must be designed to optimally utilize all classrooms during the daylong working hours. Students must be advised and mentored time and again to maintain the furniture and equipments.

### **Maintenance of ICT Facilities:**

➡ The IT Cell and its support staff will maintain the servers and the Campus WiFi. The maintenance of computers in the departments including the required software installation, antivirus and up gradation, electronic gadgets like projectors, printers, and photocopiers are maintained by respective departments.



## Maintenance of Lab Equipment:

- ➡ The respective faculty members, staff and lab assistants will be given responsibility to maintain the equipments under their purview. Stock registers, asset registers will be maintained by the respective laboratory staff to report entries and utilization and defects arising for rectification. All major repairs will be identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal and Bursar. Standard operating procedures for all high end equipment would be made available to the users. Breakage and repair if any would be reported to the Head of Department and suitable measures are taken for speedy functioning of the equipment.

## Maintenance of Sports Ground:

- ➡ The Sports Equipment, Fitness Equipment, Ground and various Courts in campus will be supervised and maintained by the Sports Board, Physical Education Department and support staff. Ground level maintenance will be done annually during the vacation in addition to the seasonal maintenance done once in every three months. Ground men, vendors of sports goods and students of Physical education jointly maintain the Sports equipment.

## Maintenance of Hostel:

- ➡ The hostel will be maintained well with a team of Chief Warden, Warden and support & general maintenance staff. Repairing on regular basis will be done for furniture, doors and windows, fan, light, water cooler, water purifier, electrical points. Regular cleaning of hostels, wash rooms, kitchens, corridors and surroundings would be done. Cleaning of overhead water tanks, drainage system, Septic tanks would be carried out on regular basis. Hostel mess would be run by the **Students' Mess Committee** and the menu is framed by the students themselves. The hostel food menu would have lot of variety with exclusively Veg. food options. The hostels must be absolutely free from ragging and the boarders are guaranteed with comfortable & peaceful stay.

## Maintenance of Campus Cleanliness:

- ➡ Cleaning of the campus areas including the academic and administrative buildings must be performed daily in the morning before the regular classes begin. The College Beautification Committee will be responsible for the cleanliness of the campus area

including grounds, lawns, assembly area are cleaned by the sweeper before the regular classes begin. Toilets are cleaned twice every day. Flora maintenance will be done by the same committee along with the gardener.


### **Security:**

- ▶ Trained Security Personnel would be deployed at key points of the college gates, hostels and other strategic locations. Under the supervision of Convener, the security staffs will take care of the security of all the equipment in the buildings and also check all the outsiders entering the campus. CCTV Cameras are installed in various vantage points inside college campus to keep a constant vigil of all the movements inside the campus.

### **Annual Stock Checking:**

- ▶ Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity.

  
**Convener**  
**IQAC**

  
**Principal**  
**Govt. P.G. College for Women,**  
**Rohtak**