

MAHARANA PARTAP COLLEGE FOR WOMEN, MANDI DABWALI

AFFILIATED TO CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

ESTABLISHED IN 1968



The Physical, Academic and Support Facilities utilization policy is framed to achieve various set objectives of the institution

The institutional authorities make sure a paramount teaching-learning environment through innumerable educative and appropriate measures. An effective utilization policy must be imposed for optimum utilization of resources (Physical, Academic and Support facilities) through an appropriate structural outline and workflow.

- Heightened coordination is established among all the stakeholders for maximum utilization of these amenities.
- Stakeholders are mentored to understand the cautious utilization of the facilities for activities and events that are organized inside the college.
- Right policy is implemented to provide an effective approach towards arrangement and usage of these facilities.
- All kinds of curricular and extra-curricular activities are structured to achieve the desired objectives.
- Some Standard Operating Procedures (SOPs) are framed for the optimum Utilization of Physical, Academic and Support Facilities.

Major Facilities: The following major facilities are owned by the institution in favour of staff, students and stakeholders etc. and their utilization policy are also highlighted.

- Principal office
- Conference hall
- Administrative office
- Class rooms
- Seminar halls
- Smart class room
- Girls' common room
- Yoga and gymnasium centre
- Computer laboratories
- Home science laboratories
- College ground
- Library
- Parking lot
- College canteen
- Staff room
- Girls hostel
- Guest room
- Corridors
- Music room
- Spacious lawns

Support facilities: The institution has some support facilities that help in smooth functioning of physical and academic facilities. These are as under:

- Quality fire extinguishers
- Water resources (3 Water coolers, 3 R.O, 1 Submersible pump)
- Electrical resources (3 Generators 10 KW each and 3 phase Transformer)

- Quality medical facilities

Important key terms

- i) **Facility:** It refers to physical infrastructure like college buildings, laboratories, library, outdoor and indoor sports space, equipments and furniture etc. present in the college campus. The academic and support facilities are also part of overall comprehensive meaning of facility.
- ii) **Equipments:** It means items acquired by the institution for laboratories, sports, seminar halls, smart class room, maintenance of ground and music room etc.
- iii) **Events:** Events mean lawful activities organised in the college campus and off campus for promotion of education, integrity, unity, personality development of students and enhancing moral and ethical values in students. These events are extension lectures, faculty functions, talent shows and planned meetings etc.

a) Events are classified in some categories which are as under:

- Regular academic events

These events are class lectures, laboratories practical sessions, tutorials, presentations, assignments, viva –voce and group discussion etc. These events are purely based on curriculum designed by the affiliating university CDLU, Sirsa as per the UGC/ DHE norms. These events are duly executed as per time table which is prepared by the time table committee as per norms and sanction by the principal.

- Co-curricular academic events

These events are not academic class but these events directly influence/promote formal curriculum. These events are general and specified quizzes, extension lecture and historical tours and trips etc.

➤ Co-curricular cultural events

These events are purely non-academic but they stimulate youth power, coordination, brotherhood and culture etc. Youth festival, talent show, children day National days and women's day etc. fall into the category of events.

b) Organization of events

It refers to seminars, discussion, workshops, camps, annual functions, national and international day's celebrations, sports meet, cultural programmes and competitions etc. organised by faculty members/ governmental and non-governmental agencies/ affiliating university with prior permission of competent authority.

- iv) College community: The college community includes principal, teaching and non-teaching staff, presently enrolled students and members of managing committee.
- v) Furniture / Furnishing: Furniture means visible items acquired by the college for classrooms, laboratories, administrative office, conference hall, library and seminar halls etc. It includes benches, chairs, lecture stands, newspaper stands, office tables, laboratories tables, bookcases, sofas, ground benches, curtains and other miscellaneous furniture items etc.
- vi) College premises: It means overall area of the institution such as college ground, buildings, parking lot and pathways etc.
- vii) Perishable and non-durable items: It includes various types of items that are not long lasting in nature such as stationary, wires, tube lights, dresses, jewellery crockeries and glassware etc.

- viii) Internal user: Internal users are mainly the principal, overall staff (teaching and non-teaching), presently enrolled students and managing committee members etc.
- ix) External users: These are mainly governmental and non-governmental organisations, affiliating university, alumni and other stakeholders etc.

Governing Body of the institution

- The governing body of institution has a positive and enthusiastic opinion from very early. The governing body functions through the central administrative leadership of the competent authority, who further look up, take in and involve faculty and non-teaching staff for good administration.
- Governing body of the institution works as per the mission and objectives of the college, therefore, all decisions are taken with transparency and accountability i.e. related to faculty recruitment, infrastructural expansion, academic excellence, welfare of stakeholders etc.

Allotment and utilization of major facilities

The process of allotment and utilization policy of various facilities provided by the institute to internal and external users are as under:

- Classrooms: classrooms allotment and utilization framework is designed for efficient usage of college resources. Optimum utilization of classrooms is prime objective of the institution. All the classrooms are allotted to various departments as per time table i.e. prepared according to work load prescribed by UGC/DHE/Affiliating University and strength of students. The time table is rigorously followed as per college timing. The time table committee ensures efficient utilization of classrooms within scheduled time period except holidays i.e. Monday to Saturday. The classrooms are also utilized for various academic events, except regular

classes, after prior permission of competent authority. The principal of the institution is the competent authority and two senior most faculty members are appointed as time table in-charges. The matters of any of time table and allotment of classrooms are solved on humanitarian basis.

- Laboratories (Computers and Home science): the laboratories are designed for practical knowledge, practice and scientific temperament of students. The institution has two computer and two home science laboratories. The formal classes of students are held as per time table under the observation of faculty in-charge. The time table of batches/classes is conveyed to faculty in-charge and students. The space for batches is checked properly.
- Administrative office: the administrative office includes general office and storage space assigned to one or more individuals (Administrative and support staff), lashed with equipments. The general office is used for various kinds of activities such as fees, scholarship, examination, accounts, students dealing affairs and data recording etc. The storage space is acquired for storage of old account books, old admission files, staff records and other important documents. The storage space is allotted as per need and importance of material to be stored.
- Conference room: the conference room is utilized for innumerable activities such as IQAC meetings & discussion, Alumni meetings, General meetings, managing committee and exactive members meetings etc. All the meetings and discussions with internal as well as external users are scheduled as per prior permission of competent authority.
- Seminar hall (Ramayana hall): the seminar hall is built for various kinds of activities like extension lectures, guest lectures for students and staff, seminars, workshops, camps, daily morning assembly and other stakeholders' activities etc. with due permission of principal.

- College ground: the college ground is mainly utilized for various college events/functions/ceremonies such as convocation function and annual function, sports meet, intercollege competitions, farewell and gets together parties and regular practice of various kinds of sports activities. Sometimes, it is also allotted to external users for elections, yoga camps, rehearsal of students on various days like Independence Day and Republic day etc. There is one concreted basketball, volleyball and badminton court. The institution has one yoga and gymnasium centre. The ground is also utilized for practice of short-put, javelin throw, hurdle race, 200 meters race, kabaddi and kho-kho etc.
- Staff room: staff room is primarily constructed for the informal communication of teaching and non-teaching staff, relaxations and ingestion etc. External users are not allowed, however acquaintance of staff members are allowed.
- Girls' common room (with indoor game space): Girls' common room has a sitting capacity of 100 girls once. It is primarily designed / built for girls to make effective use of their free time in indoor games, preparing assignments, relaxations, sit and discuss things etc. whichever they may like. It is prolific/ lush with bed, chairs, benches and indoor games equipments.
- Canteen: A hygienic and nutritious canteen is built within college premises. The canteen facility is outsourced from a private canteen contractor at an economical rate. It is well furnished, airy and ventilated.
- Library: the institution has its own library named Maharani Jhansi Library. The library has a rich collection of more than 25,000 books that cover all the relevant / important subjects. The journals and magazines are purchased on periodical basis and made available for students and staff. The library is partially computerized with LMS Alshka software, version 2018. Several famous newspapers are also made available in

Hindi as well as English language. The library has book section, career point, reference section, newspapers and magazine section, xerox section, research section and rare books collection section etc. as per the need of staff and students. The library helps in nourishing the knowledge of students and staff. The library staffs are efficient in handling of books and equipments etc. The library facility is available on every day in college working hours (9 a.m. to 4 p.m.) except holidays. Apart from Internal users, the permitted external users are also allowed to use the library facility. The disturbance and misuse of equipments and facilities is not allowed and is punishable task.

- Parking lot: The College has its own parking space excessively for internal users and also for permitted external users as per need.

Equipments

The institution has purchased / owned numerous equipments for laboratories, smart class room, seminar halls, music room and sports etc. Internal users are trained to utilize these equipments and external users require prior permission of the competent authority. In case of any damage scathing are liable to pay compensation for the same.

- Laboratories equipments: the institution has two home science as well as two computer laboratories. All the equipments of both laboratories are owned by the institution itself. The head of departments ensure efficient and effective utilization of equipments. These are used by students for practical knowledge and they skilfully get hands on training on computers, printers, fax machine, micro wave, sandwich maker and juice maker and grinder etc.

- Seminar halls and smart class room: the institution have some ICT enable equipment's in seminar halls and smart class room such as projectors, smart board, music system, LCD etc.
- Music room: The College has a well-furnished music room for vocal and instrumental music. This room is lush with variety of tabla, sitar, harmonium, jal tarang, dholk etc.
- Yoga and gymnasium centre: the institution has well equipped yoga and gymnasium centre for sound physical and mental health of internal users as well as external one's with prior permission of the competent authority. Presently the centre has joggers, body shaper, cycles, twister, and abdominal bench these equipments.
- Except all these the institution has numerous indoor and outdoor sports equipments.

Policy for maintenance of physical, academic and support facilities

The institution adopts an appropriate policy for safe, green and clean campus. Some rudimentary guidelines are circulated / issued for maintenance of college building, ground, laboratories, furniture and sports facilities etc. The maintenance policy enhances teaching learning process and ensures optimum utilization of budget. The following steps are imposed / followed for an appropriate maintenance policy:

- Continuous evaluation of campus facilities
- Periodical stock checking
- Maintaining of record
- Guidelines issued for efficient use of equipments
- Disposal of redundant equipments
- A gardener is appointed for greenery of campus, trimming of plants and removal of rubbish etc.

- A trained electrician is arranged to look after the electrical equipments of the campus such as fitting of tube-lights, bulbs, fans and replacement of wires etc.
- A sweeper is arranged / appointed for campus (classrooms, offices, corridor, pathway, stairs and ground etc.) cleanliness and she/he works under the guidance of cleanliness committee. Dirtiness of campus is removed by municipal committee on call basis.
- The renovation, alteration and up-gradation in existing facilities are done as per necessity.
- A computer technician looks after the maintenance of all IT and ICT resources.
- For other issues a plumber and carpenter are arranged on need basis under the supervision of various concerned committees.
- The repair / maintenance of laboratories' equipments are made as per requisition received from faculty in-charge.
- The maintenance or repair of furniture and fixtures is done on periodic basis to keep them in working condition.
- All the departments work under the guidance / supervision of competent authority in coordination with IQAC cell. The academic agendas, calendars and minutes are discussed frequently with faculty for better results.
- The day to day plan of action/operation is executed after discussion and consultation of IQAC cell, staff secretaries/ representatives and faculty members. Various committees are constituted for smooth functioning of institution such as time table, library advisory, placement cell, women cell, cultural, discipline, cleanliness, RTI, purchase and disposal committees etc.

Brief Outline of the Maintenance of all Physical and Academic Facilities of the institution

- Biometric attendance is imposed to maintain discipline and keep track of staff attendance.
- College website is designed and maintained to deliver online academic services and update all the stakeholders with recent news, events and notifications.
- Well-furnished Seminar Room/ Hall, Smart Class Room, Playgrounds are maintained to encourage Extracurricular, Co-Curricular and Sports Activities.
- Classrooms are well lit, having natural light and ventilation. Benches in the classrooms are spacious which provide ease to the learners in learning.
- Repair and maintenance are carried out through building contractors, plumbers, carpenters, electricians and painters as per the requirement.
- The security person is deployed at the entry gates of the campus.
- A special committee looks after all the IT related maintenance in the campus. This team does the maintenance and recording of CCTV camera, installed at strategic locations in the campus.
- Separate web designer is hired to look after the website of College.
- Safe and pure drinking water facility with aqua-guards and water coolers.
- College building is naturally ventilated, Airy and lighted.
- Sufficient parking facility is provided for internal as well as external users.
- Dustbins are placed. The campus is well maintained by well-trained gardeners.

- Library is enriched with ample number of books and space to uplift the future of internal as well as external users.
- College ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and utilizing the grants accordingly and properly.