

## **GOVERNMENT COLLEGE BHORANJ (TARKWARI)**

### **INFRASTRUCTURE UTILIZATION & MAINTENANCE**

**2019-20**

The institution has policy to provide best infrastructure and facilities in accordance with course and program introduced from time to time for effective teaching and learning. To create new infrastructure, college utilizes the funds provided by the state government and different other funding agencies such as UGC, RUSA, the funds are expended to renovate the college building, class rooms, laboratories, library whenever required. Every department is provided with internet connection for teachers and students. The institution administration has always been in favour of offering need based new courses and programmes out of the courses introduced from time to time by affiliating university. According, it makes provisions for increase infrastructural facilities. It elaborated as follows: -

**Maintenance of College Building:** The college building is maintained by the administration with the help of Himachal Pradesh Public Works Department which has expertise of competent civil engineer and electrical engineers. The services of plumbers, electricians, and computer analysts are taken for minor repairs and rectifications. Whitewashing of building is done once in every five years by HP PWD for which budget is provided by either Building fund of college or from RUSA renovation/upgradation grant.

**Maintenance of Classrooms:** Classrooms with furniture and teaching aids are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs supervised by college property in charge. Staffs of respective department monitor effective utilisation of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

**Maintenance of Library:** The library is maintained by Assistant Librarian. The college has decided to start automation software. The name of software is SOUL and it will be fully automated. The version is 2.0 limited. The library has large collection of books and journals which the faculty can use effectively and provided comprehensive latest infrastructure to the students. The students are motivated to use the library independently which can enhance their skills and knowledge. Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches.

**Maintenance of Laboratories:** The respective faculty members and lab staff are given responsibility to maintain the equipments under their purview. Stock registers and asset registers are maintained by the respective laboratories to report entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal.

**Maintenance of Sports Facilities:** The sports equipments, fitness equipments, ground and various courts are maintained by the Physical Education Department. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months

**Maintenance of Campus Cleanliness:** Cleaning of the campus is performed daily in the morning before the regular classes begin with the help of the housekeeping staff. Toilets are also cleaned every day.

**Annual Stock Verification:** 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 and the consolidated report is submitted to the administration to take up necessary actions if required.