



Government Degree College Ramnagar

POLICY DOCUMENT

**Maintaining and Utilizing Physical,
Academic, and Support Facilities**

Policy Document for Maintaining and Utilizing Physical, Academic, and Support Facilities

Government Degree College, Ramnagar

1. Objective

The objective of this policy is to ensure the effective maintenance and optimal utilization of physical, academic, and support facilities, including science laboratories, library, sports complex, indoor gym, computer lab, browsing centre, classrooms, EDUSAT room, and conference hall, to provide a conducive learning and teaching environment at Government Degree College, Ramnagar.

2. Scope

This policy applies to all stakeholders, including students, faculty, non-teaching staff, and visitors, utilizing the college facilities.

3. General Guidelines

- All facilities must be used responsibly to avoid damage and ensure longevity.
 - Unauthorized use of college facilities is strictly prohibited.
 - Regular audits and inspections will be conducted to assess the condition of the facilities.
 - Feedback mechanisms will be established to identify issues and suggestions for improvement.
 - Signage and instructions for proper usage will be placed across all key areas.
 - Any concerns or damages must be reported promptly to the designated authority.
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4. Maintenance of Facilities

4.1 Science Laboratories:

- Laboratories will be maintained by designated lab assistants under the supervision of the Head of the Department (HoD).
- A logbook must be maintained for recording usage and reporting issues.
- Regular calibration and servicing of equipment will be scheduled.
- Safety protocols, including the use of personal protective equipment (PPE), must be followed.
- Hazardous waste will be disposed of as per regulatory guidelines.
- Detailed Standard Operating Procedures (SOPs) will be displayed for equipment and processes.

4.2 Library:

- The library will be managed by the librarian, assisted by support staff.
- Books, journals, and other resources will be cataloged digitally for easy access.

- Damaged or outdated materials will be reviewed periodically for repair, replacement, or archiving.
- Borrowing and returning of resources must follow the established rules and timelines.
- A quiet zone policy will be enforced to ensure a conducive learning environment.
- Regular library orientation sessions will be organized for students and staff.

4.3 Sports Complex:

- The sports complex will be overseen by the Physical Education Department.
- Equipment and infrastructure will be inspected and maintained regularly.
- Timetables for sports activities and events will be communicated in advance.
- Users must adhere to the guidelines for proper use of sports facilities.
- The maintenance team will ensure that outdoor and indoor sports areas are clean and safe.
- First aid kits and emergency protocols will be available in the sports complex.

4.4 Indoor Gym:

- The gym will be maintained by designated staff under the supervision of the Physical Education Department.
- Regular inspection and servicing of gym equipment will be conducted to ensure safety.
- Usage will be monitored, and only authorized individuals will be allowed access.
- A code of conduct will be displayed to guide gym users.
- Fitness sessions and workshops will be conducted periodically to encourage proper usage.

4.5 Computer Lab and Browsing Centre:

- IT facilities will be managed by the Computer Science Department or designated IT staff.
- Antivirus and software updates will be conducted regularly to ensure security and functionality.
- Proper maintenance of hardware, peripherals, and internet facilities will be ensured.
- Usage of the browsing centre will be restricted to educational and research activities.
- Logs of system usage and internet activity will be maintained for security purposes.

4.6 Classrooms:

- Classrooms will be cleaned and maintained daily by housekeeping staff.
- Furniture and fixtures must be checked regularly for damage and repaired promptly.
- Audio-visual equipment, if available, IFPDS(Interactive Flat Panel Displays), must be handled with care and reported immediately in case of malfunction.
- Energy-saving measures, such as switching off lights and fans when not in use, will be promoted.

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4.7 EDUSAT Room:

- The EDUSAT room will be managed by a dedicated coordinator.
- Equipment, including projectors and communication devices, will be inspected and maintained regularly.
- Usage will be scheduled in advance, and the room will primarily be used for remote learning and virtual lectures.
- Technical staff will be available during sessions to address any issues.
- A logbook will be maintained to track the use and feedback from users.

4.8 Conference Hall:

- The conference hall will be managed by the administrative office.
- Scheduling for events and activities will be done on a first-come, first-served basis, with priority given to academic and official events.
- Audio-visual equipment and seating arrangements will be checked before each event.
- The hall will be cleaned and maintained after every use.
- Guidelines for organizing events will be shared with the event coordinators.

5. Utilization of Facilities

5.1 Science Laboratories:

- Access to laboratories is limited to students and staff as per the class schedule or project requirements.
- Prior booking is required for any extra usage outside regular schedules.
- Chemicals and equipment must be used under the supervision of authorized personnel.
- Lab manuals and safety handbooks will be provided to students for reference.

5.2 Library:

- Library resources are available during designated hours.
- Digital resources can be accessed through the library's online portal.
- Users must maintain silence and follow the library's code of conduct.
- Book review sessions and literary events will be encouraged to enhance engagement.

5.3 Sports Complex:

- Students and staff can use the sports facilities during allocated hours.
- Priority will be given to scheduled sports events or team practices.
- Personal sports equipment is not allowed unless pre-approved.
- Health and safety guidelines will be shared with all users.


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5.4 Indoor Gym:

- Access is restricted to students and staff during operational hours.
- Users must adhere to the fitness guidelines and use the equipment responsibly.
- Entry logs will be maintained to track usage.
- Regular fitness assessments and guidance will be provided to gym users.

5.5 Computer Lab and Browsing Centre:

- Computer labs are available for academic purposes during college hours.
- Internet access is restricted to educational and research activities.
- Users must log out after their session and report any technical issues.
- IT staff will provide training sessions on effective use of digital resources.

5.6 Classrooms:

- Classrooms are to be used strictly for academic activities.
- Any modifications or decorations must be approved by the administration.
- Emergency exits and safety measures will be clearly marked in all classrooms.

5.7 EDUSAT Room:

- The room is reserved for virtual lectures, webinars, and remote learning sessions.
- Prior approval from the coordinator is required for usage.
- Technical workshops will be conducted to train faculty and students on using EDUSAT equipment effectively.

5.8 Conference Hall:

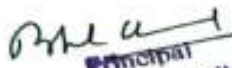
- The hall is available for seminars, workshops, and official meetings.
- Booking requests must be submitted to the administrative office in advance.
- Feedback from event organizers will be collected for improvement.

6. Budget Allocation and Resource Mobilization

- An annual budget will be allocated for the maintenance and development of facilities.
- Provisions for repairs, upgrades, and replacements will be included.
- External funding and grants will be sought to enhance resources wherever possible.
- Collaboration with alumni and local organizations will be explored for resource mobilization.

7. Monitoring and Review

- All necessary Committees will be constituted to oversee the implementation of this policy.
- Periodic review meetings will be held to evaluate the effectiveness of maintenance and utilization practices.


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- Suggestions from stakeholders will be considered for continuous improvement.
 - Annual reports on facility usage and maintenance will be shared with the college management.
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8. Enforcement

- Non-compliance with this policy will result in disciplinary action as per college regulations.
 - Any misuse or damage to facilities will attract penalties, including repair or replacement costs.
 - Clear grievance redressal mechanisms will be established for reporting violations.
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9. Communication of Policy

- This policy will be made available on the college website and displayed on notice boards.
 - Awareness programs and workshops will be conducted to educate stakeholders about their responsibilities.
 - Information brochures and guides will be distributed to all stakeholders.
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10. Conclusion This policy aims to create a sustainable and efficient system for maintaining and utilizing the physical, academic, and support facilities of Government Degree College, Ramnagar. Cooperation from all stakeholders is crucial for its successful implementation.

Approved By:



Principal

Principal

Government Degree College, Ramnagar

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