

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Ganga Institute of Education has an established procedure and policies for maintaining and utilizing physical, academic and support facilities – Laboratory, Library, Sports complex, computers and classrooms.

Maintenance of Laboratories:-

The laboratory equipments, specimens and necessary chemicals are purchased by the Purchase department of Ganga Group of Institutions with the approval of IQAC and Chairman. Lab in-charge is responsible for maintenance of equipments. It keeps the record of utilization of equipments and material used in lab. Physical Verification is done to check out working/non-working and missing equipments.

Procedure of procurement: -

1. Submission of lab requirements in the form of a proposal by concern lab in-charge to Purchase committee.
2. Evaluation by Purchase Committee in IQAC.
3. Acceptance by the Principal and submission to Management.
4. Approval by the Chairman.
5. Allocation of funds for the procurement of equipments.
6. Call for quotations and verification of prices and availability of the items.
7. At the end of financial year, stock verification and maintenance report is prepared.

Library: For purchasing books in library, a book form is sent by Librarian to the staff members for recommendation of books. Staff sent filled forms to Librarian. These recommendations are collected and checked to avoid duplication in the software. The Librarian prepares the final list of books and obtains financial sanction for their purchase. The students borrow the books for 14 days. Photocopying, printouts from internet and scanning facility are allowed in library.

For smooth functioning of library, it is divided into 4 sections- Reading section, circulation section, reference section, periodicals section. Suggestion box is installed inside the library for its enrichment. To ensure book return, “no dues form” is required at the time of examination. Pest control in library is done at regular intervals. At the end of year, physical verification of stock is done for maintaining library stock.

Sports complex: Sports committee looks after the maintenance of sports complex. Committee incharge organizes various indoor and outdoor sports competitions for the students. Sports committee places proposal for the procurement of sports equipments to IQAC committee and purchase committee, after verification with the stock register. The order is placed for required items. The Institute organizes Annual sports meet for sports encouragement.

Computers- Annual maintenance contract is given to vendor through proper tendering method for the maintenance of computers. The computer and ICT lab is maintained by the computer in-charge. The computer lab is Wi-Fi enabled and LAN facility is there for proper networking. Computer maintenance is done regularly and non-repairable items are disposed off. The Institute has adequate number of computer systems with internet connection and utility software. If any fault is detected then immediate action is taken for repairing those parts.

Classrooms: Maintenance of classrooms is done on a regular basis; sweepers are there for its proper cleanliness. After the start of admission, it is ensured that classroom has adequate benches and desks for the students. The fans and electrical appliances are working properly and where there is need, purchase committees ensures that it is adequately met with the consent of principal. Budgets are sanctioned for maintaining and repairing of the campus.