



# VAISH COLLEGE, BHIWANI

(Affiliated to Ch.Bansilal University, Bhiwani)

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## Procedures and policies for maintaining and utilizing physical, academic and Support facilities

Vaish College, Bhiwani has a well organized and decentralized mechanism to maintain physical, academic support facilities. There are defined policies and procedure systems in place to maintain infrastructure such as laboratories, libraries, sports complexes, computers, and classrooms. The Principal, in cooperation with the Management, allocates funds for the upkeep and restoration of the college's infrastructure, such as labs, libraries, sports rooms, computer classrooms, and buildings, as well as electrical equipment. For new purchases, the HOD submits a proposal that is authorized by the Principal and several committees that work in tandem with IQAC to guarantee optimal facility upkeep and utilization. Following approval, the necessary materials are acquired, and stock registers are kept. Annual stock verification of books, laboratory apparatus, sports equipment, furniture machines, IT equipment, and other items is performed. These committees work on their given tasks autonomously.

Every college facility is designed with the student's holistic development in mind.

### Maintenance of Academic infrastructure:

- The HOD (Head of Department) assigns IT resources and finances to the Academic Council and the IQAC. IQAC submits the request to the Principal, who then refers the issues to the Administrator/Governing Body, Finance Committee, Tender Committee, or any other appropriate body.
- Outsourcing is used for the maintenance and repair of IT infrastructure such as computers, printers, and internet services like Wi-Fi and broadband. Firefighting equipment is checked at regular intervals. The Computer Repairing and Maintenance Committee is liable of upkeep and improvement of the IT infrastructure.
- The library stores thousands of books and is well-stocked. Students are given an environment in which they can realize their full potential. The library committee makes purchasing decisions for new books based on budget allocation and demand for books is initiated by Heads of departments. The Library Committee meets to make important decisions concerning purchases for books, newspapers, and magazines.

  
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- The college has a purchasing policy, and bulk purchase tenders are issued. According to the requirements, required commodities are sometimes obtained from local sellers. After the acquisition, a proper stock register is kept.
- Upon completion of a plan, the institution provides money for National/International Level seminars and workshops.
- Rs. 7000/- is sanctioned annually for all non-lab departments for department purchase and maintenance, however for lab departments, the amount sanctioned annually ranges from 50000/- to 150000/- based on their demands.

### **Maintenance of Physical Facilities**

- The College has an adequate number of big and airy classrooms with adequate lighting and desks. The College has four main teaching blocks. We have broadband labs and a seminar hall.
- Teachers receive training to ensure that ICT facilities are used to their full potential. The Sports Committee ensures that the playing field and equipment for sports are properly maintained. The Mini - Gym is maintained and overseen by the concerned staff and GYM Committee, and students visit it on a regular basis from 7 a.m. to 10 a.m. on all working days.
- A canteen committee is constituted to oversee food quality and maintenance. Complaint registers are kept in the store for students and faculty to record any complaints that are resolved as soon as possible.
- Maintenance is done in-house by competent personnel and outsourced to appropriate outside organizations. The College allocates duties to some employees to manage cleanliness, hygiene, sanitation, water supply, energy, security, and stationery condition, as well as to provide daily updates to the institution's Principal. Furniture and equipment are purchased on a regular basis based on the demands of the organization. The College employs a full-time plumber, electrician, sweepers, and gardeners to maintain the grounds and flora.
- All equipment and chemical material supplies are routinely tested. Well-trained lab attendants who are supervised by H.O.Ds of the pertinent departments are appointed for optimal utilization and good maintenance of labs. Each lab has its own stock register, which is maintained by a lab assistant. The purchase of an instrument is made in accordance with the requirements specified by the teacher in charge. After receiving approval from the authorities, quotations are solicited, and the purchase is performed in accordance with the annual budget assigned to the department.
- The college campus is equipped with CCTV cameras for security. And these are upheld by a committee appointed by the college.
- Office supervisors assist with administrative work and office maintenance.



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- A yoga center, a fitness center, a basketball court, and grounds for all forms of games that are maintained by trained sports staff. The Psychology department quickly handles all of the students' psychological issues and provides them with the necessary counseling.
- Colleges are taking precautions to keep education going throughout the Covid 19 Lockdown period. Because of the lockdown, all courses in the colleges were canceled, causing the annual academic calendar to suffer greatly. The college held workshops for teachers to ensure that ICT facilities are utilised to their best potential for students. College has quickly shifted to virtual classes, online homework submissions, and teacher-student interactions during this Covid19 pandemic. Online classes, tests, and admissions are also available.
- A College committee is constituted to maintain a suggestion box on a regular in welfare of student.

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