



VAISH COLLEGE, BHIWANI

(Affiliated to C.B.L.U., Bhiwani)

Ref. No. ... 8/19/19 ...

Date ... 5/7/19 ...

Procedures and policies for maintaining and utilizing physical, academic and support facilities:

Vaish College, Bhiwani helps to create a conducive environment for academic and research activities, enabling the students to have their skill and knowledge. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The College has a well organized and decentralized mechanism to maintain the physical, academic and support facilities. Different committees keeping sync with IQAC ensure the proper maintenance and utilization of the facilities as per the allocation of the budget. Various committees are formed to plan and guarantee that the present infrastructure is in accordance with academic progress. These committees work independently on their assigned tasks. The Principal discusses the need for infrastructure facilities at the departmental level first, infrastructure committee level and the need assessment is propagated to the management. The management discusses all the requirements of new infrastructure augmentation in Governing Body meeting.

Every facility in college is student centered and keeping in mind their overall growth.

Maintenance of Academic infrastructure:

- The library has thousands of volumes and is well-stocked. Students are provided with an atmosphere in which they may unlock their potential. The library committee maintains current books as well as makes decisions about purchasing new books based on budget allocation and demand for books reported by departments HODs. The Library Committee fulfills to make major decisions on the purchasing of books, newspapers and magazines.

- The HOD (Head of Department) places IT facilities and funds in the academic council and IQAC. IQAC submits the request to the Principal, who subsequently passes the issues to the Administrator/Governing Body, Finance body, Tender Committee, or any other applicable body based on the needs.
- The institution grants funding for National/International Level seminars and workshops on the completion of a plan.
- For all non-lab departments, Rs. 7000/- is sanctioned annually for the acquisition and maintenance of department, whereas for lab departments, the amount sanctioned annually ranges from 50000/- to 150000/- depending on their needs.
- College has purchase policy and tender notifications are done for the bulk purchase. Sometimes required goods are also purchased from local vendors according to requirement. Proper stock register is maintained after the purchase.

Maintenance of Physical Facilities

- The College has sufficient number of spacious and airy classrooms with proper light arrangement and dies. There are main four teaching blocks in the College. We have broadband enabled Labs and Seminar Hall.
- Laboratories are staffed by lab assistants. All equipment and chemical material supplies are inspected on a regular basis. Every lab has its own stock register, which is kept up to date by a lab assistant. Purchase of instrument is done as per the requirement given by teacher in-charges .After the permission of authorities, quotations are invited and the purchase is made through proper procedure as per the availability of annual budget allotted to the department.

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- The Computer Repairing and Maintenance Committee is in charge of maintaining and upgrading the IT infrastructure. Teachers are given training to ensure optimal utilization of ICT facilities. The Sports Committee monitors the ground and equipment of sports and games are regularly maintained. The Mini Gym is maintained and monitored by the staff and GYM Committee where the students regularly visit from 7.00 am to 10.00 am in the morning on all working days.
- For further protection, the college campus is fitted with CCTV cameras. And these are maintained by a committee constituted by the college.
- Office attendants help in administrative tasks and office maintenance.
- Maintenance is performed in-house by skilled people and outsourced to relevant outside firms. The College assigned some staff to maintain cleanliness, hygiene, sanitation, water supply, energy, security, and stationery condition, and to update the Principal of the institution on the current/daily state of things. Furniture and equipment are acquired on a regular basis based on the needs. To maintain the College's lawns and flora, the College employs a full-time plumber, electrician, sweepers, and gardeners.
- Yoga Center, Fitness Center, Basketball Court, and Grounds for all types of games that are maintained by trained staff members of sports.
- The Psychology department resolves all of the students' psychological difficulties on time and provides them with the required counseling.
- There are some steps being taken by colleges to keep education going during Lockdown period of Covid 19. With the lockdown suspended all classes in the colleges with the result that the annual academic calendar got hit hard. College organized some workshops for Teachers to ensure that ICT facilities are used to their full potential for students. During this Covid19 pandemic, College has instantly turned to conducting virtual classes, online assignment submissions and teacher-student interactions. Classes, exams and admission are also being conducted in online mode.

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