



BABU JAGIVAN RAM GOVERNMENT DEGREE COLLEGE

Narayanaguda, Hyderabad



Maintenance and Utilization of Physical, Academic & Support
Facilities

PROCEDURES & POLICIES

Procedures and Policies for Maintenance and Utilization of Facilities

B.J.R. Government Degree College has been functioning in the present campus from the year 2015. As the college has been constructed in an area of 1649 sq. yards, it does not have spacious accommodation, and does not have a proper playground. However, what the college lacks in terms of space, it make up in terms of proper maintenance and optimal utilization of existing physical and academic facilities. It is the constant endeavour of the Principal and staff to ensure regular maintenance and upkeep of different facilities. There are various committees which are constituted for this purpose, like the Building Committee, the ICT Committee, the Furniture Committee, the Campus Maintenance Committee, etc. These committees follow certain specific procedures for maintaining and utilizing physical, academic, and support facilities, in the following manner:

1. Laboratories: The Head of the concerned department maintains the record of maintenance of the department, with able support from the other teachers in the department. A lab assistant and an attender/office subordinate are responsible for the upkeep and maintenance of all the equipment. The department utilizes the services of technicians from the firms/organizations that had supplied the equipment, in case of any issue related to repairs/maintenance of lab equipment. Purchase of new lab equipment has to follow certain procedures wherein the requirement is finalized by the department, approved by the Principal and quotations called for. Care is taken to ensure that all procedures are fair and transparent.

2. Library - The college has a full-fledged Librarian who is assisted by a member of the non-teaching staff for maintenance and cleaning of the books and other equipment. The Library

Advisory Committee, which is led by the Librarian, has members who are senior teachers from the Arts, Science and Commerce faculty as well as a few student representatives. The committee is responsible for the strict enforcement of all policies and procedures. It is responsible for all decisions regarding purchase of books, weeding out of old/damaged books, etc. The purchase of books is done duly following the procedure of calling for the list of books as per requirement from the concerned departments. These lists are finalized by taking the approval of the Principal and orders are placed from authorized booksellers. The digital library facilities are extended to all the students upon producing proper identification. This year, the college has introduced an innovative practice of instituting the Best Library User Award for students and staff, in order to motivate the students and staff to make optimal use of the library facilities. The feedback taken from the students every year aids in taking steps necessary for the improvement in library facilities.

3. Games Room/Gymnasium: The college has a Games Room-cum-Gymnasium on the ground floor. There is a Games and Sports Committee which is led by a full-fledged Physical Director. The committee comprises of members of the teaching and non-teaching staff and a few student representatives. Despite a severe lack of space for proper Games and Sports facilities, the Physical Director and the members of the Committee try to ensure that adequate opportunities are provided to the students for practice and participation in various events within the city and outside it, too. The Gymnasium has equipment like multigym, benchpress and inclined bench press, etc., which caters to the needs of the students, adequately. The maintenance and upkeep of the gym is done by the member of the non-teaching staff who is allotted for the task.

4. Computers: The college has two well-equipped computer laboratories, as well as a TSKC Lab. These three labs, together, consist of 145 computers, which are maintained properly to

ensure optimal utilization. The Head of the Department of Computer Science is responsible for the maintenance of the lab. Maintenance of the computers in all the labs and departments is done through a proper AMC. Old and obsolete systems that cannot be repaired are disposed off, after following specific procedures.

5. Classrooms: The college has an acute shortage of classrooms and efforts are being made to construct additional classrooms. However, the Academic Committee takes care to prepare timetables and class schedules that allow optimal utilization of the existing infrastructure, while ensuring that the quality of the teaching-learning process does not suffer. The Building Committee, Furniture Committee and Campus Cleanliness and Hygiene Committee are responsible for the maintenance and upkeep of the physical and academic infrastructure.

Other Policies and Procedures:

The college conducts Annual Stock Verification of all Lab equipment, library books and other equipment, furniture, etc., to ensure proper maintenance and utilization of all physical, academic and support facilities.