

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities

The institution takes great care in maintaining and utilizing all of the above facilities. These facilities are upgraded and augmented from time to time. Some of them are maintained by an Annual Maintenance Contract (AMC) given to concerned agencies as per the need. The other academic facilities are maintained at college level by various committees. The stock verification is done from time to time.

Laboratories : The college has 06 laboratories catering to the needs of various departments. Lab equipment are inspected by the teacher incharge and lab attendant before the commencement of lab practicals. Stock registers and user registers are also maintained in the respective labs.

Library: The college has a large collection of textbooks, reference books, journals, magazines etc under various classifications. The computers in the library have ILMS software installed in them. The library provides facilities such as OPAC and e-resources under N List. The library staff maintains the library and keeps it well sorted and the support staff of the college keeps it clean. There is a 'Library Advisory and Book Bank Committee' which includes librarian and teachers. This committee recommends the purchase of various books, journals and magazines according to the requirement of the teachers and students. The same committee recommends to issue books under book bank facility to meritorious students as well as to financially weak students.

Classrooms and Smart Class Rooms: The college emphasizes on quality of class rooms including all the basic facilities like fan, lighting, white board, furniture etc. All facilities are well maintained. The electrical maintenance is done on a regular basis and cleaning of the rooms is taken care of by the supportive staff. The upkeep of smart classrooms are also taken care of by the supportive staff of the college and technical equipment are maintained by AMC given to external agencies.

Sports Amenities and Gymnasium : All sports amenities including the equipment of the gymnasium are under the Department of Physical Education. A sports room houses sports utilities. The maintenance and cleaning is done regularly by the support staff of the college. These facilities are utilized by the students and a register is maintained to keep a record of sport items and equipment issued to students..

First Aid / Dispensary: There is a designated room where first-aid facilities are available for students. The First Aid / Dispensary Committee of the college checks that the items are in good working order and are within the expiry date. The items are purchased as per the need.

Computers: The Department of Computer Science and Applications oversees the maintenance of computers and related devices. The lab attendant helps in the upkeep of equipment. For maintenance and regular updation, AMC is given to external agency.

Building Committee and Beautification of Campus Committee: The Committee takes care of the construction and renovation of the infrastructural facilities.

Bus Management Committee: The Bus Management Committee takes care of the maintenance and repair of the bus.