

MANOHAR MEMORIAL (P.G.) COLLEGE, FATEHABAD

Affiliated to Chaudhary Devi Lal University, Sirsa

Estb. 1970



PHYSICAL AND ACADEMIC FACILITIES

Policy for Utilization of Physical, Academic and Support Facilities

Purpose

It is really very important to understand the "Value" of having an "Effective Policy" for the Optimum Utilization of Physical, Academic and Support Facilities. College authorities take several corrective and pertinent measures to facilitate a better teaching-learning environment. Well-established policies and procedures that fulfil the required quality standards are implemented through a proper organizational framework and workflow to augment its existing infrastructure and develop new ones for facilitating new programmes.

- Some Standard Operating Procedures (SOPs) are formulated for the Utilization of Physical, Academic and Support Facilities.
- All sorts of curricular and extra-curricular activities are structured to achieve the desired purpose.
- Right policy definitely provides an effective approach towards scheduling and usage of these facilities.
- Stakeholders are guided to understand the judicious utilization of the facilities for activities and events that are organized inside the campus.
- Better coordination is established among all the stakeholders for maximum utilization of these facilities.
- The policy applies exclusively to the best utilization of Physical, Academic and Support Facilities of the Institution.

The Utilization Policy intends to cover the following Major Facilities that are owned by College Management

- Principal's Office
- Administrative Offices (Including Establishment Branch, Accounts Branch, Fee Section, Examination Branch, Students' Affairs Dealing Branch, Scholarship Branch, Data Section etc.)
- Faculty/Departmental Rooms
- Classrooms/ Laboratories
- Seminar Room/Hall
- Auditorium
- Resource Rooms - NSS/ NCC/YRC/ Women Cell/ IQAC/ Placement Cell Office etc.
- Sports Facilities
- Library
- Conference Room
- Computer Laboratories
- Language Laboratories
- Museum (History)
- College Gardens
- Common Room

- Parking Lot
- Corridors
- College Canteen
- Staff Rooms
- College Grounds
- Girls Hostel
- Guest House

Support Facilities / Resources

- The following facilities acquired by College help in the smooth functioning of Physical and Academic facilities :
 - Electrical Establishment (Solar Power Generation System : 48.670 KW Major Solar Panel for overall College facilities, 15 KW for Tube Well, 05 KW for Internal Lighting, Transformer: 200 KVA)
 - Water Resources (Tube Well/Water Coolers/Water Purifiers)
 - Outsourcing of Security/ Campus Maintenance
 - Quality Fire Extinguishers

Understanding the Important Key Terms

- **College Community**
College Community represents
 - a) Students currently enrolled in College
 - b) Teaching Staff presently working in College
 - c) Non-Teaching Staff presently working in College
 - d) Members of College Management Committee etc.
- **Event**
Event refers to a lawful activity organized on campus and off campus related to College Community (Planned Meetings, Faculty Functions, Extension Activities, Co -Curricular Activities etc.)
- **Facility**
"Facility" refers to the Physical Infrastructure like College Building, Laboratories, Library, Sports Space, Equipment, Furnishings, Parking Space etc. present in the campus. Academic and Support Facilities are also studied to understand the comprehensive meaning of "Facility."
- **Equipment**
Items acquired by College, including Scientific and Laboratory Equipment, Computer and Information Technology Equipment, Sports Equipment and other Miscellaneous Equipment with prior written sanction of the Principal.
- **Furnishings**

Items acquired by College including Classroom Chairs, Benches, Lecture Stands, Laboratory Tables, Bookcases, Office Tables, Garden Benches, other Miscellaneous Furniture, Curtains etc.

- **College Premises**

This includes College Land that contains Grounds, Gardens, Parking Lot, Corridors, Pathways and Buildings etc.

- **Moveable Equipment/ Asset**

‘Assets’ that are not permanently fixed to College Building, that can be removed and/ or moved from one place to another without extensive alterations or causing any damage to the existing infrastructure. These ‘Assets’ can be reused after movement or relocation.

- **Acquisition Value**

The original purchase cost of an Equipment or Asset that is entered in dead stock register, or the value assigned to an Equipment or Asset acquired through contribution or transfer from an External or Internal Unit.

- **Perishable Items**

Items or Assets which are perishable like Wires, Glassware, Chemicals, Papers, Stationery etc.

User Categories

1. **Internal Users**

Internal Users mainly refer to Departments, Offices, Committees, Teachers, Students on roll, Non- Teaching Staff etc.

2. **External Users**

External Users refer to Governmental and Non- Governmental Organizations, Alumni etc.

Classification of Activities/ Events held in College

Regular Academic Works

Regular Academic Works refer to Classroom Lectures, Laboratories/ Practical Sessions, Tutorials, Seminars, Personality Development Classes etc. based on the curriculum of the courses run by College as per UGC/ DHE/ CDLU norms and as per the allotment of the effective time table prepared by a Time- Table Committee and sanctioned by the Principal.

Co -Curricular Academic Activities/ Events

Co-Curricular Academic Activities/ Events refer to any event, meeting or activity that is not an academic class but it is directly related to the delivery of formal curriculum. These Activities include Guest / Extension Lectures, Workshops, Seminars, Study Tours, Quiz Contests, Talent Shows etc. that are organized by the faculty with prior written sanction of the competent authority, i.e. Principal/ HoD.

Organization of the Events/Programmes

- It refers to Seminars, Conferences, Faculty Development Programmes, Discussions and Workshops etc. organized with the help of Funding Agencies.
- Other Events/Programmes like : Placement Drives, Annual Functions, National and International Days' Celebrations, Extension Activities, Sports Events, Cultural Programmes and Competitions etc. that are organized by Faculty /NGOs/Government Agencies etc. with prior written sanction of the competent authority, i.e. Principal.

Allotment and Utilization of Classrooms

Scope

- Classroom allocation policy is specifically designed to enable College to utilize institutional resources efficiently.

Competent Authority/ Committee

- The Principal is the competent authority in all the matters related to College.
- A committee comprising of two to four senior faculty members from different streams is also constituted, which in coordination with Heads of the Departments prepares a structured time- table for College. It is the responsibility of this committee to judiciously allocate all the classrooms keeping in mind the pertinent objectives.

1. All the classrooms are allocated in consideration with the departmental time tables submitted by the HODs as per the required work load recommended by UGC/ DHE/ CDLU.
2. All the matters are discussed and resolved on Humanitarian Basis.
3. Optimum utilization of classrooms at any given point of time is the key objective.
4. Classrooms are allocated considering the strength of the students.
5. Classrooms are used for other academic activities or for organizing an event or programme when there is no instructional schedule. Prior permission of the authority is taken for using classrooms for any such activity or programme.
6. The time table is strictly adhered to College timings. The committee ensures that all the classrooms are allocated within the scheduled time span from Monday to Saturday.

Allotment and Utilization of Laboratories

Scope

- Laboratories are the facilities of College building that provide an environment in which scientific or technological experiments and measurements are carried out.
- College Laboratories are used primarily for formally scheduled practical classes that require special purpose equipment, experimentation and observation by the students.
- College Campus is equipped with the following Laboratories :
Physics, Chemistry, Botany, Zoology, Bio - technology, Computer Science, Home Science and Language Laboratories.

Competent Authority/ Committee

- The Principal is the competent authority in all the issues related to College.
 - In this connection, he/ she constitutes a Time- Table Committee which in coordination with Heads of the Departments, prepares a Time - Table for College. This committee judiciously allocates all the laboratories keeping in mind the following considerations :
1. All the laboratories are allocated in consideration with the departmental time tables submitted by HODs as per the required work load and student batches created as per recommendations of the UGC/ DHE/ CDLU.
 2. The time schedule of the batches is decided by the concerned committee and conveyed to the Head of the Department.
 3. Departments configure assigned laboratory space to maximize utilization and align use with the academic goals of the faculty. The Head of the Department allots part of laboratory space to each batch, when there is more than one batch at the same time.
 4. The Head of the Department plays his/ her role effectively in the adjustment of the space. He/ She ensures proper coordination among practical In- charges of different batches.

Allotment and Utilization of Administrative Office

Administrative Office Space includes rooms, cubicles or cabinets assigned to one or more individuals on a regular basis containing furniture and other equipment that are used by Administrative and Support Staff. These include i) single or multiple occupancy rooms for Principal, Heads of the Departments, Librarian, NSS/ NCC/ YRC/ Placement Cell/ IQAC/ Women Cell Office, Administrative Staff etc. and ii) rooms directly serving office space in this category such as Conference Room, Seminar Room/ Hall, File Rooms, Computer Rooms for Administrative Use, General Office, Storage Areas etc.

- Administrative Space is allocated to individuals on requirement basis and on the size and complexity of departmental operations.

Policy

- Office Space means, College property that is allocated to Administrative Staff, Heads of the Departments or to any College Committee.
- Multiple offices for faculty members, especially for Senior Faculties are permitted only when there is a genuine requirement.
- Office to each department is allocated by the Principal of College.
- Office to administrative staff is allocated by the Principal.
- The Principal ensures that all offices are occupied. When an office is left unoccupied for a certain period of time due to sabbaticals or other leaves, College uses that office for other purposes as and when the need arises.

- Storage Space is required for office staff for storage of old account books, old admission documents and other important files and documents. Storage rooms are built by College for classifying and storing these materials. The Storage Space is allocated to Office Staff Members according to the need and importance of the material to be stored.
- The cabinets in the Administrative Offices are allocated by the concerned authority (Deputy Superintendent or other Senior Authority) to other members of the Office Administration.
- Relocation of Storage Space is done by the concerned authority on the basis of requirement and request of the staff.
- Offices to other facilities like NSS/ NCC/YRC/ Placement Cell/ IQAC/ Women Cell etc. are allocated by the Principal keeping in view the requirement and availability of such spaces.
- The competent authority (Principal) ensures that the Departing /Superannuating Administrative Staff and Faculty Members leave the office furniture in place and office keys are returned to the authority.
- Application is made to the Principal by any Faculty or Administrative Staff member who requests for relocation of his/ her office to the office vacated by Departing/ Superannuating Staff. The offices vacated are reallocated to other staff members by the competent authority.

Allocation and Utilization of Common Space

- Common Space is allocated and utilized for Regular Academic Works, Co- Curricular Academic Activities and Events or Planned Events.

Overview

- Common Space in College is distributed for various activities such as Exhibitions by Departments, Extension Activities, Cultural Activities, Guest Lectures, Seminars and other Programmes organized by different departments for enhancing the required skills of students in today's competitive world. The space is allotted for these activities, with prior written permission of the Principal, on the basis of the importance of the activity and number of students participating in it.

Allocation of Common Space to External Users

- Common Space is allocated to Internal as well as External Users keeping in mind that no disturbance is caused to the Regular Academic Work of the Institution.
- Common Space is not allowed to be used for political purposes or any other false means.
- Common Space is allocated to various users on the basis of their requests.
- It is allocated for the following activities :

- Classrooms for Competitive Examinations by Government Organizations, Corporations, Private Agencies etc. for which charges are drawn as per the rules and regulations of the concerned Organization/ Agency.
- Seminar Room/Hall, Conference Room for Lectures by NGOs and other Experts of various organizations etc.
- Auditorium for Government Functions, Blood Donation Camps and other Events like, “Voter Awareness and Education” under the auspices of SVEEP (Systematic Voters’ Education and Electoral Participation) for creating awareness regarding elections and other significant issues like Prevention of Drug Addiction etc.
- College Grounds for organizing Sports Meet, International Yoga Day or other Value Oriented Programmes by Government Agencies etc.

Common Space Facilities

- Auditorium
- Conference Room
- Seminar Room/Hall
- College Grounds
- Common Room
- Staff Rooms
- Parking Space
- Herbal Park
- Canteen

Auditorium

- The facility of an Auditorium with a seating capacity of over 600 people is allocated to both the Internal and External Users with prior written sanction from the Principal. The events organized in the Auditorium are :
 - Cultural Events
 - Subject Exhibitions
 - Orientation Programmes
 - Annual Functions
 - National Festivals etc.

Conference Room

- Conference Room is allocated for following purposes :
 - Meetings of IQAC
 - Faculty and Staff Meetings by the Principal
 - Small Training Workshops for Faculty and Staff
 - Placement Drives for Students
 - Meetings of different College Committees

- Meetings of Managing Committee

Seminar Room/ Hall

- Seminar Room/Hall is allotted according to the following priorities :
 - Seminars/ Workshops etc. organized with the help of funding agencies
 - Guest Lectures for Students
 - Guest Lectures for Faculty and Staff
 - Lectures by Faculty to Students
 - Extension Activities
 - Activities by External Users
- Prior written permission is taken by the respective persons for organization of activities from the Principal of College.

College Grounds

College Grounds are normally used for College Events/Functions/Ceremonies like Convocation Ceremonies, Annual Functions etc. These grounds are also used by the Department of Physical Education for its athletes and players for "Practice" and for organizing Annual Sports Meet, Inter-College Sports Functions etc. However, it is allocated to External Users like Government Agencies and Organizations for activities like :

- Fairs/ Exhibitions
- State/ Division Level Functions like Independence / Republic Day or International Yoga Day Celebrations etc.
- Large Scale Value Oriented Programmes

Common Room

- College provides an exclusive "Common Room" to be used by the girl students of College.
- Girls can sit there during their vacant lectures.

Staff Rooms

- Staff Rooms are primarily reserved for teaching and non-teaching staff of College.
- No outsider is allowed in the staff rooms.
- However, staff members are allowed to meet their acquaintances in the staff rooms.

Parking Space

- College has its own "Parking Space" which is exclusively for Internal Users, that is, students on roll and teaching and non-teaching staff of College. Only Visiting

Dignitaries, Members of the Inspection Committees and other Esteemed Guests are allowed to bring their vehicles inside the campus.

- Outsiders visiting the campus for some genuine purpose, can park their vehicles in the parking space, allotted for students/ staff.

Herbal Park

- The herbal park is part of College's efforts to protect and preserve the herbs from depletion and extinction.
- The main purpose of having this herbal park is to keep alive the country's traditional system of medicines.

Canteen

- A separate canteen block is built within College premises.
- This facility is outsourced to a caterer through a contract for providing hygienic, healthy and nutritious food at an economical rate.

Library Space Utilization

Rajiv Gandhi Library

- College library is proud to have a rich collection of about 50,000 books that cover all the important subjects. Almost all the journals and periodicals are subscribed and made available to the students. Students are provided with the facilities of consulting e-books and e-journals apart from providing them access to INFLIBNET and DELNET surfing.
- Rajiv Gandhi Library is computerized with the world- famous software, KOHA. The library provides access to e-resources with 15 computer systems. CCTV cameras are also installed at several locations for the security of the library.
- Several famous newspapers are provided in the library in three languages : Hindi, English and Punjabi.
- "Digital Section" saves the time of the users in library and gives them access to the self prepared database, "INFOSTO" which provides e- syllabus, e- books, e- question papers, e- journals etc.
- The Book Bank Section, Career Point, Reference Section, Digital Section, Text Book Section, Reading Room Section, Online Resource Section, Books Issue/Return Section of the library play a very significant role in fulfilling the academic needs of the students as well as the teachers.
- The library helps the learners in enriching their knowledge. The library has a good collection of books, magazines, periodicals and journals. The Library Staff makes sure proper handling of books, newspapers, periodicals and journals and also assists the students and teachers in accessing to online resources.

Authorized Users

- Library Space Facilities can be availed by External Users with prior permission of the competent authority. The librarian ensures that there is no misuse of the space by any user.
- The library facility is available every day during college working hours from 8:30 a.m. to 4:00 p.m. except on holidays.

Sports Facilities Utilization

- The Utilization of Sports Facilities is coordinated by the Department of Physical Education in consultation with the competent authority, i.e. Principal.
- College hosts Annual Sports Meet/Inter-Collegiate Events and other State Level Functions on the sports ground.
- The Rules of the Sports Facilities, designed by AIU/ Federation/ Association aim to serve as general guidelines to Internal and External Users.
- All Sports Facilities present in the campus are mainly used for Sports Education, Training and Competitions etc.
- There are Two Basketball Courts and very well maintained Playgrounds in the campus. Sports Facilities are made available to External Users when there are Inter-Collegiate, University Level or other State Level Sports Competitions.
- Players are provided with different essential sporting equipment and playing kits from College.
- Indoor Gymnasium Facilities are also provided to Internal as well as External Users.

The major Sports Facilities are the following :

- Standard Athletic Track of 400 meters
- Badminton/ Table Tennis Indoor/Outdoor
- Kabaddi Indoor/ Outdoor
- Wrestling / Judo Indoor
- Hockey/ Netball/ Football/Basketball/Volleyball/ Throwball
- Boxing Ring and some other facilities are also provided for organizing various competitions.

Museum Facility Utilization

- The Department of History (In consultation with the competent authority, i.e. Principal) provides this facility to give excellent knowledge regarding the subject of history.
- Archaeological collections of various ancient artifacts, tools, shells etc. of several great civilizations (For example, the Indus Valley Civilization) that have played significant roles in the whole history are of immense value.

- It really helps a lot to dive deep into the depths of the past to understand the social, political, cultural, educational and economic life of those ancient civilizations in a better way.

Girls' Hostel Facility Utilization

Mehta Hukum Chand Kumar Women Hostel

- The facility of Girls' Hostel is provided with 30 comfortable rooms along with two Common Rooms that fulfill all the essential requirements of girl students.
- The hostel affairs are taken care under the guidance and supervision of Residential Warden.
- Warden and other concerned authorities play significant roles in students' lives by taking special care of their necessities and giving them moral and emotional support.

Guest House Facility Utilization

- The Guest House is established exclusively for the purpose of providing the best accommodation that meets all the essential requirements.
- It serves as a 'Home away from home.'
- It is budget saviour.

Equipment

College Equipment

- College owned Equipment such as Computers, LCD Projectors, Televisions, Sound Equipment, Printers, Audio - Visual Aids etc. are operated by trained personnel. Internal Users requiring the use of College Equipment request for these services when reserving the facilities by seeking prior written permission from the competent authority, i.e. Principal. The facility is also utilized by Faculty Members who are trained to do so.
- External Users organizing some event in the campus seek permission from the Principal for the requirement of the equipment, who then depute the appointed technician to make the arrangements. In case of any damage, the External Party is liable to pay compensation for the same.

Laboratory Equipment

- College is the sole owner of all equipment. Requisition is sought from all the departments for purchase of equipment for practical and research purposes. Heads of the Departments ensure that sufficient equipment is available for practical sessions.

Disposal Policy

- The concerned Head of the Department makes a list of redundant or damaged equipment and submits it to the Principal. The concerned committee takes stock of the equipment written off by the departments and makes arrangements for proper disposal of the same.

Policy for Maintenance of Physical, Academic and Support Facilities

Purpose

- The main objectives of this policy are given below :
 - To issue some important guidelines for the maintenance of College Facilities like Buildings, Grounds, College Equipment, Laboratory Equipment, Furniture, Library, Sports Facilities, Common Space etc.
 - To provide safe, clean and green campus to all the stakeholders.
 - To ensure optimization of equipments and departmental budgets.
 - To create ambience to enhance teaching- learning process.

Policy

- The policy guides maintenance of College owned and controlled assets on periodic basis to keep assets functional.
- It frames a structured plan for continuous evaluation of campus facilities to ensure that the facilities are up to date.

Routine Maintenance

- Classrooms, offices, corridors, entrances and stairs etc. are cleaned on a daily basis for which sweepers are appointed by College authorities. They are monitored and their work is supervised by the Supervisor appointed for the purpose.
- The gardeners are appointed to remove rubbish from College gardens, trim over grown trees, tend gardens and assist in constant maintenance of College Ground.
- A trained electrician looks after the electrical equipment of College and has following responsibilities :
 - Supply and Fitting (Repairing) of Light Tubes, Bulbs and Fans etc.
 - Replacement of Electrical Wiring
 - Smooth Functioning of Generator etc.
- Overall maintenance of every nook and corner of the campus is made possible through relentless efforts of the dedicated workers.

Maintenance of Physical Infrastructure and College Building

- Exterior and Interior Surfaces of College Building are coloured on a cyclical basis or on requirement basis or in case of emergent situations.
- Renovation, Alteration and Up Gradation of the existing academic, support buildings etc. are done as per the necessities, to accommodate new or reformed programmes.
- This is decided by the Principal in consultation with the concerned committee.

Maintenance of IT Infrastructure and Electrical Equipment

- Computer technicians look after the maintenance of IT resources .
- Problems regarding electrical wiring, new electrical connections, replacement or fitting of light tubes, bulbs, switches, MCB boxes, electric meter etc. in College are handled by the electrician.

Maintenance of Laboratory Equipment

- Heads and Faculty in the Departments are responsible for the appropriate use of equipment.
- In case of any requirement of equipment maintenance or repair, Head of the Department is notified by the faculty members.
- The requisition is made to the Principal with due sanction from the Head of the Department.

Maintenance of Furniture and Fixtures

- The maintenance officer conducts periodic checks to ensure the working condition of the infrastructure.
- College authorities invite requisition from faculty and staff members regarding any requirement of furniture or fixtures.
- Items such as blackboards, fittings and furniture etc. are regularly renewed and repaired as per the maintenance policy.

Functioning of Departments

- Under the guidance of Principal and in coordination with IQAC, all the teaching departments work on their academic agenda and decide their respective annual departmental activity calendar.
- As and when needed, departmental level requirements are brought to the notice of the Principal for approval.

Faculty Committees and Day to Day Administration

- In order to plan and smooth implementation of all functioning, the Principal in consultation with IQAC and Staff Secretary constitutes different committees comprising teaching and non-teaching staff. For example, Purchase Committee, Time-Table Committee, Library Committee, Career Guidance & Placement Cell, Women Cell, Feedback Committee, Cultural Committee, Discipline Committee etc.
- All these committees have a special contribution in providing inputs for Up Gradation of Physical and Academic Resources of College.
- All decisions are made with a student-centric approach.

Governing Body

- Governing Body operates through the central administrative leadership of the Principal who further consults, involves and engages faculty and non-teaching staff for good administration.
- Governing Body functions as per the mission and long term objectives of the institution, for which all decisions related to faculty recruitment, infrastructural expansion, academic excellence, welfare of stakeholders etc. are taken with transparency and accountability.

Brief Overview of the Maintenance of all the Major Physical and Academic Facilities

- Biometric system is adopted to maintain discipline and keeping track of staff attendance.
- College website and mobile app are designed and maintained to provide online academic services and update all the stakeholders with recent news, events and notifications.
- Well-furnished Seminar Room/ Hall, Conference Room, Auditorium, Playgrounds are maintained to encourage Extracurricular, Co-Curricular and Sports Activities.
- Classrooms are well lit, having natural light and ventilation. Benches in the classrooms are spacious which provide ease to the learners in learning.
- Repair and maintenance are carried out through building contractors, plumbers, carpenters, electricians and painters as per the requirement.
- The security contractor looks after the safety and security of the campus. The security personnel are deployed at the entry gates of the campus and within the campus.
- A special committee looks after all the IT related maintenance in the campus. This team does the maintenance and recording of CCTV camera, installed at strategic locations in the campus.
- There is separate faculty appointed to look after the website of College.
- All the buildings are provided with a drinking water facility with aqua-guards and water coolers.
- Buildings are naturally ventilated and lighted.
- Sufficient parking facility is provided for students, teaching and non-teaching staff, visitors and guests.
- The Library Space is organized for optimum utilization of resources by students, faculty and support staff.
- Dustbins are placed at every floor. The 'Green Cover' of the campus is well maintained by well- trained gardeners.
- College ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and utilizing the grants accordingly and properly.