

## **Govt. PG College for Women Gandhi Nagar Jammu**

### **Established Systems & Procedures for Maintaining and Utilizing Physical, Academic & Support Facilities :**

Maintenance of the college infrastructure comprising laboratories, library, sports complex, computer and classrooms is given foremost priority for optimum utilization. Every year separate budgetary provisions are sanctioned for up-gradation and maintenance of these facilities. Further, the college has well defined guidelines and procedure for repairing; maintenance activities to ensure time bound maintenance work. Various college committees and Departments work under the guidance of Principal for executing the same.

At the beginning of every academic year, college purchase and development committee take stock of availability of blackboards, lighting and furniture in classrooms etc. In the science departments the laboratories are revamped with sufficient stock of equipments, chemicals and other consumable items, as well-equipped labs are very important in science education. Heads of various Departments along with other staff members are responsible for complete functioning of laboratories. They take stock of any repairs and renovation work required in the laboratories and forward the requisition to College development committee for executing the same. Trained staff for each lab is available for proper maintenance of laboratories and equipments.

College library with huge collection of text-books, reference books, large number of journals, periodicals, newspapers etc. is a biggest resource for faculty and student. Library committee is responsible for maintenance and utilization of their resources. For optimum use of books, students are directed to return the books with in fifteen days from the date of issue. For safety of books pesticide and fungicide treatment is done in the library at frequent intervals.

**College hostel is looked after by hostel warden along with college hostel committee, which ensures up gradation and maintenance of available infrastructure facilities.**

**Sports committee is responsible for proper utilization and up keeping of sports equipments and Gymnasium.**

**College has got sufficient IT infrastructure. Regular assessment of computer equipment and infrastructure is done. Computer Department looks after the system software maintenance and minor hard ware issues. For all major computers related issues external service provider is hired. Computers are regularly updated with latest software and anti-virus for optimum utilization.**

**College has a Development committee headed by its convener, who receives complaints and suggestions regarding any repair work. A team of electrician, plumber and carpenter is available to resolve routine problems. For any major repair work and maintenance external agencies are hired in consultation with the principal. Damaged furniture and equipment are written off with proper procedure. New furniture and equipment is purchased by College purchase committee after receiving requisition from different departments and student representatives. Repairing and whitewash works are timely done for maintenance of buildings.**

**Housekeeping staff with the assistance of Jammu Municipal Corporation help in maintaining cleanliness in the campus. The maintenance work related to facilities like toilet blocks, fire extinguishers, electric work, plumbing, RO-water facilities, water tank, etc. is carried frequently for their optimum utilization.**