

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The 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

Library- The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

Every year in the beginning of session, students are motivated to register themselves in library to use INFLIBNET.

Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.

To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.

The proper account of visitors (students and staff) on daily basis is maintained.

Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee

Laboratory- Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows:

- The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.
- The microscopes used for experiments are annually cleaned and maintained by the concerned departments
- There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.

Computers- Computer maintenance is done regularly and non-repairable systems are disposed off by following proper e-waste disposal procedure. The college has adequate number of the computers with internet connections and the utility software's distributed in different locales like office, laboratories, library, departments etc. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. The computer laboratory connected in LAN is open for the students, the office computers which are also connected through the LAN. The library is also provided LAN facility for the computers and they are loaded with the library software. The departments and the staff can make use of the computer system with internet at their seating places or from NRC(Network Resource Centre) in addition that majority of the staff has their own laptops and the internet

Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including UPS, batteries and broadband


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Lab Assistant is appointed whose duty is to monitor the systems periodically .Updating of software's is done by lab assistants. If any fault is detected by him, immediate action is taken to repair those parts through suitable vendors. For new purchases, quotations are taken from suitable vendors and order is then placed.

Classrooms: The classrooms boards and furniture facilities are utilized regularly by the students but sometime it is also made available for the other governmental and the non-governmental organizations for conducting the exams like scholarships etc

Provisions:

- Budget provisions are made for new as well as old facilities, repairs and maintenance.
- Construction and Campus Beautification committee is formed whose purpose is to look after the new construction as well as maintenance work required in campus.
- The college garden is maintained by the gardener appointed by the institute
- Electrical and the Plumbing related maintenance is done with the help local skilled persons
- Regular maintenance of the water cooler and water purifier is done regularly.


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