

**Netaji Subhash Chandra Bose Govt. Girls PG College
Aliganj Lucknow**



****Procedures & Policies****

Procedures and policies for maintaining and utilizing facilities

Date: 05.11.2022

The College adopts standard established systems and procedures for maintaining academic and support facilities. College-level committees look after the various utilization and maintenance of the physical, academic, and support facilities. Verification of all laboratory equipment, office equipment, furniture, computer, and the central library is conducted by different committees constituted by the head report registered in a specific stock register. Every department has its maintenance and record of the equipment available in the laboratory. For maintenance of other equipment, the annual budget is sanctioned by the Department of Higher Education Government College, college does not have the authority to appoint personnel such as plumbers, etc. permanently. The majority of expenditure is for the maintenance of college fees. Most of the funds utilized for maintenance and repair work are done Generator and electricity facility: The College has set up a generator to provide for the whole campus. The institution has several offline and online UPS for safe equipment against voltage fluctuations and spikes etc. Minor maintenance of fixtures and electrical faults are carried out by the approval of the concerned maintenance of electricity and office staff. Thus, for cleanliness and prop College, temporary staff are hired on daily wages, due to the absence of appointed cleaning staff by the Government of Uttar Pradesh. Antivirus software was purchased for all the computers of the college. Antivirus software is purchased and is renewed working on all the computers in the institution. The maintenance and house classrooms, laboratories, library, and the institute as a whole are taken ca staff. Various laboratories, libraries, and sports rooms are maintained by the con Charge. The college has a network administrator and other personnel to check and website. The institution has a large open ground for cricket, gym, and meditation center sports that are utilized by students. Maintenance of these sports facilities Physical Education Department. The institution has an adequate number of computer connections and required software distributed in different locales like an off library, departments, etc. For the safety of the college premises, a security camera (CCTV security guard) is appointed through external sources for day and night. Also, do other special occasions, police personnel are approached. The college had an Infrastructure Committee to look after the renovation of the building and app regarding improvements of facilities in the college. This committee also maintain the facilities and equipment of the college. Recently multipurpose hall, toilet blocks, and laboratories were maintained and renovated under the RUSA fund received.

-----*****-----