



## PATNA WOMEN'S COLLEGE

Autonomous

PATNA UNIVERSITY

3<sup>rd</sup> Cycle NAAC Accredited at 'A' Grade with CGPA 3.58/4

*'College with Potential for Excellence' (CPE) status accorded by UGC*

### **POLICY FOR UTILIZATION AND MAINTENANCE OF INFRASTRUCTURE AND PHYSICAL FACILITIES**

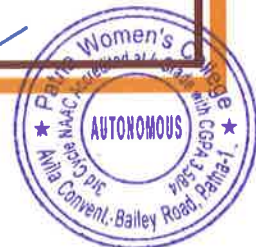
#### **1. Preamble**

Patna Women's College (Autonomous) is committed to establish, enhance and sustain excellent infrastructural resources and supportive physical facilities for the smooth functioning of academic and co-curricular/ extra-curricular activities for the benefit of students, staff members and other stakeholders. The policy document assures the optimum utilization and proper maintenance with a standard required specification of all physical and academic facilities of the college. The **Policy for Utilization and Maintenance of Infrastructure and Physical Facilities** will apply to all the faculty members, staff, students and all other stakeholders of Patna Women's College.

#### **2. Objectives of the Policy**

The **Policy for Utilization and Maintenance of Infrastructure and Physical Facilities** provides a broad framework and a set of standard norms regarding the utilization and maintenance of infrastructural and learning resources, physical facilities and academic support services at Patna Women's College. The basic objectives of the policy are:

- To achieve optimum utilization of the infrastructural resources, physical facilities and other support services for the benefit of students and staff
- To receive constant, uninterrupted and smooth functioning of physical facilities and academic support services
- To prevent misuse and misconduct of resources and services
- To ensure the up-gradation, replenishment, repairing and replacement of the infrastructural resources as and when required
- To set standardized maintenance and utilization procedures for the resources
- To ensure efficient safety norms to reduce probabilities of accidents at workplace



### 3. Utilization of Infrastructural and Physical Resources

- The college ensures optimal allocation and utilization of the available financial resources for augmentation and maintenance of infrastructural resources and physical facilities in the interest of staff and students as per the requirements.
- There are adequate classrooms and laboratories for smooth conduct of classes, lab assignments and research activities. Master Time-table is prepared and followed for the maximum utilization of the classrooms and laboratories. The UG and PG classes in the respective departments are conducted in shifts to ensure optimum utilization of the available infrastructure.
- Departmental Heads with the support of faculty and staff members take care of the academic infrastructure, teaching aids, equipment and other facilities available in their respective departments; and ensure their optimal utilization.
- The IT committee of the college with the approval of the Principal sees to the budget allocation for the development of IT infrastructure in the college and makes suggestions for the optimal use of the same.
- The seminar halls, other big rooms and Central Research Library are utilized by the teachers and students of different departments with the prior approval of the Principal.
- Safety and security facilities in form of fire extinguishers, CCTV surveillance system and public address system are installed in adequate number in the buildings and entire campus.
- The college has supporting infrastructural facilities for divyangjans in every building; such as ramps, handrails, special wash rooms, lifts and tactile strips on staircases.
- The common facilities of the college are supervised by different personnel designated for the purpose.
- For the maximum utilization of library holdings, special library periods are assigned for the students of different academic programmes.

### 4. Maintenance of Infrastructural and Physical Resources

- **Campus cleanliness:** The entire campus and the built-up area is kept neat and clean by the regular cleaning staff of the college. There are sweepers, housekeeping staff, gardeners and supervisors for this purpose. The classrooms, halls, laboratories, library, offices, washrooms, common areas and the entire campus are kept neat and clean by the staff and students.



- **Maintenance of basic infrastructure and physical facilities:** There are electricians, plumbers, carpenters and other technicians appointed and hired by the college who ensure the maintenance of basic infrastructure. The Institution has **Annual Maintenance Contract (AMC)** for various physical facilities that is maintained on regular basis. The physical facilities like public address system, audio-visual systems, CCTV surveillance system, generators, inverters, water pumps, electrical network system, digital cameras, recording facilities, studio, etc. are maintained regularly as per requirement. The members of the cultural and sports committees under the supervision of respective coordinators take care of the maintenance of games courts, gymnasium, sports equipment, props and costumes.
- **Maintenance of laboratories and equipment:** In the departments lab assistants and technical staff are employed for taking care of the equipment and apparatuses. The repairing and replacement of the equipment when needed is done by recommendation by the Head with the approval of the Principal.
- **Maintenance of IT facilities:** There are two hard & software technical managers who under the supervision of the IT committee with the approval of the Principal see to the overall maintenance and upgradation of the IT facilities of the offices, labs and computer centres. Adequate UPS and backup facilities along with wi-fi connectivity have been provided in the college for the smooth functioning of IT facilities. **Annual Maintenance Contract (AMC)** ensures the regular and timely maintenance of IT infrastructure of the institution including computers, computer terminals, servers, softwares, LMS (Library Management System) and ERP.
- **Library Maintenance:** The maintenance and upgradation of library infrastructure and library holdings are taken care by the Librarian and staff of Central Library under the guidance of Library Advisory committee. The regular holding maintenance includes shelving, dusting, rearrangement, shelf rectification, stock verification, binding, and so on. The automation, e-library and RFID facilities are maintained under AMC with authorized agency.

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