#### Government College Dera Bassi 2020-21 4.4.2

# Procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, classroom etc

Government College, Derabassi has a well designed, environmentally approachable and Inclusive Infrastructure The College ensures regular maintenance and utilization of all facilities through trained and efficient staff and set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

## Maintenance of Class rooms:

The maintenance of classrooms is a regular exercise for cleanliness of classrooms Grade -IV workers and sweepers are appointed. It is ensured that all the classrooms have adequate desks, benches as per the strength of class. The fans and electrical appliances are also maintained by the committees formed for the purpose. To keep pace with updated Technology some of the rooms are ICT enabled. There are multimedia projectors in three classrooms besides two smart classrooms. Two computer labs exist which have 39 computers for academic purpose.

## Maintenance of Library:

For maintenances of library infra-structure and facilities there exists a library committee with which subsist the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The College library has a good stock of texts and reference books (more than 17573 books). The library has been partially automated through Integrated Library Management System (ILMS)} software e- Granthalaya (Version 3.0) It also has Wi-Fi enabled internet connection and Inflibnet software so that a rich repertoire of e-resources in form of e-books and e- journals are available to students as knowledge stuff. The college makes great efforts to provide the latest technology to students, keeping them up to date with the world. The library committee also organizes book fairs and reading and writing sessions and various quiz competitions among students. The library members also appeal to students, teachers, alumni and guardians to donate books.

#### Maintenance of Computers and IT facilities:

IT facilities are maintained by computer skilled personnel of the computer department of the college. They also take the responsibilities of periodic up-gradations of the IT resources. The HEIS Staff of the college along with ICT cell is entrusted with use and maintenance of these facilities. The office of the principal decides about purchasing necessary IT equipments as per recommendations received from the Academic council and Computer Department of the college administrations and hardware as well as software is updated or modified whenever necessary.

## Maintenance of Auditorium:

The Auditorium also called the Student Center is maintained by the property In charge of the college. It has a seating capacity of almost 300 persons, and an excellent and e- Podium and Multimedia projector system along with light and sound system. It, thus, provides a vibrant space for various cultural and academic events which are performed there .

Maintenance of Sports complex and Gym Centers:

The college takes pride in its comprehensive sports and fitness infrastructure. The outdoor sports facilities include a 400 Meter Track, Basketball and Volleyball Court, Football Ground, open space for yoga etc. Indoor arrangements include a table tennis room and Carom Board room and