

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

HLG Govt. College Tauru has well-defined procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance of library:

For maintenances of library infra-structure and facilities the library committee has been given the responsibility to purchase, procure books, and other materials, as per the recommendations received from the different departments of the college and the instructions issued by Higher Education Department, Haryana. The library of the colleges have a reasonably good stock of texts and reference books. For enriching of the library, the committee procures some good publications from national and international publishers. The library committee maintains a record of students and teachers who visit library on daily basis.

Maintenance of the laboratory:

The laboratory equipments, specimens, and other necessary chemicals are purchased by the purchase committee constituted for the purpose as per the requirements of the teaching departments of the college. The Science students of the college are taught and trained about the use and maintenance of laboratory items.

Maintenance of the sport facilities:

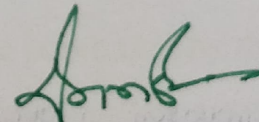
The Sports in-charge takes the responsibilities of the maintenances of the sport facilities. The necessary goods and sports articles are purchased by the committee constituted for this purpose as per the requirements of the students following the instructions of the Higher education Department. The committee makes the purchases by calling quotations from the reputed sport outlets. Periodically necessary steps have been taken by the authority to develop the sport activities of the students. Some of the sports items are issued for use of students under the monitoring of the Sports In-charge. Students with excellence and achievements are publicly felicitated and also supported financially to the extent possible.

Maintenance of Computers and IT facilities:

The concerned committee decides about purchasing necessary IT equipments as per recommendations received from the labs/departments of the colleges and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken care of by the administrations and they are modified or changed whenever necessary. There is a Computer Lab and Maintenance Committee in the college which is headed by an Assistant Professor and a computer instructor who look after the maintenance of the computers and facilities. A few part-time employees are also entrusted with use and maintenance of these facilities.

Classroom facilities:

The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements are found the purchase committee is appraised of the requirements. The purchase committee makes the purchases after approval from the Principal.



Principal

H.L.G. Government College
TAURU (NUH)

