



Kanya Mahavidyalaya Kharkhoda (Sonipat) Haryana

Infrastructure

(Physical & Academic)

Utilization & Maintenance Policy

Infrastructure Utilization and Maintenance Policy

Objective: Kanya Mahavidyalaya Kharkhoda invests adequately in infrastructure for effective delivery of its teaching, learning and research programmes. This document provides a management framework and outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. The optimal utilization of the physical infrastructure is decided by the head of institute along with IQAC.

This Policy Document Targets:

- Management of the College
- Principal
- Staff of the College
- Non-teaching staff
- campus caretakers
- Students
- Stakeholders

Procedure underlying Infrastructure Utilization Policy:

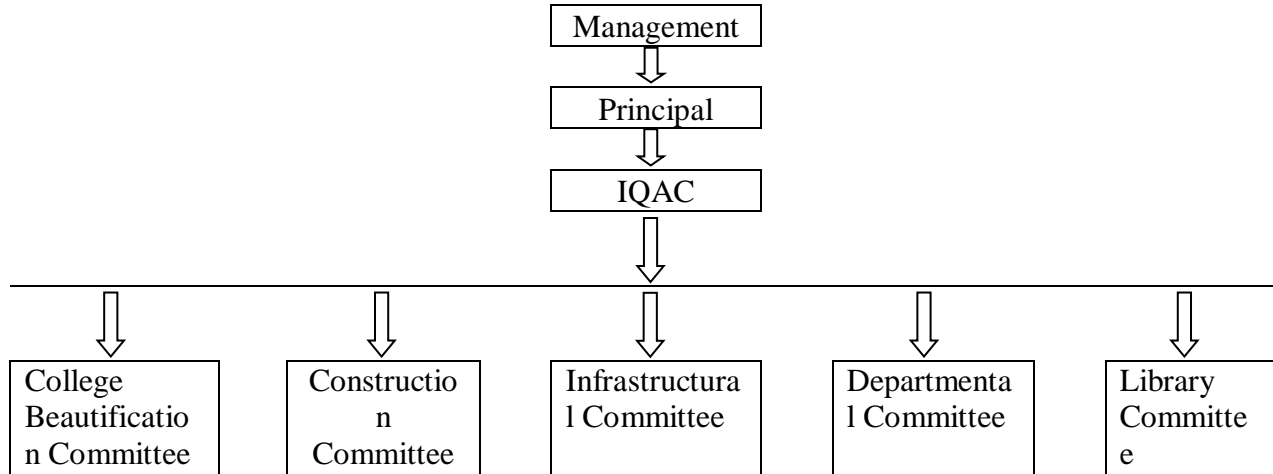
- The classroom scheduling and utilization is decided by timetable committee. Requirement of classroom is decided by the IQAC coordinator and principal on the basis of the workload and conveyed to the time table committee.
- Faculty with health issues will be given priority to schedule their class at appropriate classrooms. Divyang students will be given priority in assigning the classroom which is easily accessible.
- Sometimes academic events will also be organized in the classrooms. For such activities permission must be taken by organizers from the principal of the College.
- The time schedule of the laboratories is conveyed to the time table committee by the head of the departments. In addition to practical sessions the laboratory space is used for research purpose by faculty and students.
- Smart classes combined with the internet opens the door to the vast world of online study materials. This way, the education would not be restricted to our textbooks.
- College has seminar halls to organize induction/ orientation functions, guest lectures, IQAC activities, workshops, alumna meet, placement drives, academic council and governing council meetings, seminars/conferences, co-curricular activities.
- College computer labs are used by all the departments for conducting computer related practicals, filling online admission forms, guest lectures, placement drives etc.
- The respective faculty members, staff, lab assistants are given the responsibility to utilize the equipments under their purview.
- Storage space is allocated to office staff members according to the need and importance of materials to be used.
- Laptops are issued to Faculty members to facilitate them to carry out the research work

- External users are also allowed to use College space. While allocating space to external users care has to be taken so that academic classes and academic activities in the College are not disturbed.
- College has two spacious libraries which are extended to current students, faculty and staff of College. The library space contains equipments like computer, LED, CD and DVD etc. as learning aids. The schedule of the library is decided by the Library Committee.
- The sports arena in the campus is used for sports, education, training, competition and recreation by the College students, faculty and staff members.
- Gymnasium is fully equipped and its schedule is decided by Teacher of Physical Education.
- The College owned equipments such as computers, LCD projectors, audio-visual aids, printers, CCTV cameras, generators, solar panels, College furniture are to be operated and used by properly trained personnel authorized by the College.

Maintenance Policy

Objective: This policy is to maintain and upgrade College building, ground, laboratory equipments, furniture, library and sports facility.

Infrastructure Maintenance Policy



- The College maintains and explores infrastructure facilities from time to time. Infrastructure and Construction committee propose to Management, Principal and IQAC about the requirement of infrastructure and it is updated accordingly.
- All the equipments in the Laboratories and basic amenities are maintained by the respective lab attendants.
- All the sports equipments, indoor hall, Gymnasium and various courts are supervised and maintained by Sports Committee, Physical Education Department and Purchase Committee. Ground level maintenance is done from time to time by ground men.
- All the stock registers are maintained by the concerned incharges.
- A team of technician extends their services regarding electricity, Computers and furniture.
- Library staff is clearly instructed for the handling of library documents, shelving and conveyance of documents Committee strictly instructs that dust should not be allowed on the documents because it could create biological imbalance. Proper pest management is done to minimize the problems caused by insects.
- The College Beautification Committee is responsible for the cleanliness of the campus area including grounds, lawns, assembly area are cleaned by the sweeper before the regular classes begin. Toilets are cleaned twice every day. Flora maintenance is done by the same committee along with the gardener.

- CCTV Cameras, Computers, Server, LEDs, Projectors, Wi-Fi facilities are maintained by Demonstrator/Supervisor along with respective service centers to minimize. e-Waste, electronic gadgets, like projectors, computers, printers, photocopies are serviced and reused.
- The College website is maintained regularly by website provider.
- Respective departmental committees maintain departmental activities and minutes.
- The Infrastructure Policy is implemented after the approval given by Management, Principal and IQAC.