

## **Office Principal N.J.S.A. Govt. College, Kapurthala**

**Procedures and policies for maintaining and utilizing physical, academic and support facilities - Laboratory, Library, Sports Complex, Computers, Classrooms etc.**

Various types of fund like Science fund, Sports fund, Amalgamated fund, Annual fund, Health fund etc. is collected from students and is a part of fee structure. The College ensures that this amount is properly allocated and utilised by the concerned department. Required funds for the maintenance and utilisation of infrastructure are allocated by Principal and Bursar as per the requirements of heads of department. Allocation and utilization of funds are as per Punjab Financial Rules and as per guidelines issued by higher authorities. Every department has their own stock register with up-to-date record. College has a committee for the upkeep of infrastructure and Property of the College. Infrastructure is maintained and utilised for the following purpose.

**Laboratory and Computers** – The College has nine laboratories in all. These are used to impart practical knowledge to students as per university syllabus. Regular practicals are conducted in the laboratories. Efforts are made to add new equipment in laboratories, whenever there are funds with the college for this purpose. Funds are also required for regular repair of equipment and purchase of chemicals, samples etc. Computer laboratories are established by the College from funds received from UGC and from its own resources. Computers are widely used for academic and office purposes. These are regularly upgraded as per requirements and necessary software are purchased. Proper supervision is there at the time of use of infrastructure and computers.

**Library** - Additions are made in the library whenever funds/ grant is received from any source and from our sources. Books are issued to students for 15 days with a facility of renewal for another 15 days. There is also Book-Bank section in the library, where books are issued to needy students for the whole semester. Proper record on the form of Stock Register, Books Issue Register, Newspaper and Magazine/journal is maintained in the library. To ensure return of books, 'No Dues' from the library is must for students before issuing the roll number slip for semester examination. College library building include newly constructed well-furnished air-conditioned 'Reading Hall' for the students.

**Sports Complex** – Sports complex of the College consists of six playgrounds and one Gymnasium. It is maintained through Physical Education Department. Playgrounds are used for physical education practical. Every Year Annual Sports Meet is organised for the physical development of the students. Gymnasium is open to students and teachers.

**Classrooms** - Classroom cleanliness and maintenance is regularly monitored by a Committee. Arrangement of proper lighting and ventilation is ensured in the classrooms. At the department level, HOD submit their requirement to the Principal regarding classroom furniture and other facilities. Overhead Projector and Smart Classroom system is properly supervised for its working and necessary repair and is ensured that it is properly utilized by the teachers. Cleanliness of classrooms, gymnasium, laboratories, toilets, besides other campus is under the supervision of a committee with a senior teacher as its head. Services of plumbers, carpenters, masons, Computer experts are regularly called to ensure the maintenance of classrooms and other infrastructure. Now college campus is upgraded for the teachers to enable them for on-line teaching due to covid-19 situation in the country.

*U. B. B. B.*  
(T. R. BASRA)  
Coordinator – College IAQC

*Q. W.*  
Principal  
N.J.S.A. Govt. College  
Kapurthala Principal