



# JANTA VEDIC COLLEGE

BARAUT-250 611, BAGHPAT (U.P.)

NAAC Accredited "A" Grade College with "3.39/4.00 C.G.P.A.

Ref. No. \_\_\_\_\_

Dated 25-04-2022

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

The policy of the institution for creation, maintenance, utilization and enhancement of infrastructure to facilitate effective teaching and learning and optimum use of existing facilities is formulated after the discussion of the college administration with Maintenance Committee, Purchase Committee, Building Committee, Library Committee, Sports Committee and the IQAC. The up gradation of existing infrastructure and development of new infrastructure to enhance academic standards and efficiency is decided and monitored by the above mentioned committees. Our college maintains a separate fund for the maintenance of all existing facilities. Additionally, for the safety of these facilities and college premises, the college has installed CCTV cameras at various places of the college campus and classrooms.

**Utilization and maintenance of laboratories:** Every department has fully equipped laboratories for the practical sessions of the classes. To report the maintenance details of the equipments in order to track the recent purchases and maintenance records, each department has a stock ledger too. At regular intervals, the college performs the stock verification of each department. By normal practice, old and defective machinery are scrapped from time to time by following a set procedure.

**Utilization and maintenance of library:** The College has a well-furnished library having more than one lakh books and has subscribed to a large number of magazines, journals and newspapers. Students can get the books issued for a specific time period. Students are advised to obtain an identification card and a library card in order to obtain books from library. If the students fails to return the books in specified time, the student must have to pay a penalty. Library functions and maintenance are monitored by the library committee. Apart from the central library, most of the subjects have departmental libraries where students can refer books in the college hours.

**Support System:** The institution takes care of the annual maintenance and repair of infrastructure on a regular basis. Day to day maintenance is carried out by the staff appointed for the maintenance of the infrastructure. The calibration and repair of laboratory equipments is maintained by technicians. The hired staff provides the following services in the college like, Electric Services, Carpentry work, Plumbing and Security system. The college has a well-planned parking area near the entrance of the building. It comprises covered area for parking of two-wheelers and an open area for parking of cars. The college has two generators of 7.5KV and 15KV capacities. Voltage stabilizers have been installed at different points like office, library and watchman room. Many UPSs have also been installed in departments, the office and the library.

25.04.2022  
PROF. J.K. SAROHA  
PRINCIPAL/CHAIRPERSON I.Q.AC.