

**Shaheed Sukhdev College of Business Studies
(University of Delhi)**

PSP Area IV, Dr. K.N. Katju Marg
Sector-16, Rohini
Delhi - 110089

Physical, Academic and Support Facilities

- (A) Procedures and Policy for Utilization and
- (B) Maintenance

(A) PROCEDURES AND POLICY FOR USE OF FACILITY

Definitions:

Academic activities: Academic activities include but are not limited to conduct of conferences, seminars, webinars, lectures, symposium, workshops, discussions, competitions, and games necessarily required for enhancing the academic knowledge of the college fraternity.

Academic classes: Academic classes include but are not limited to classroom lectures, tutorials, laboratory practical sessions, and any other activity required to cover academic curriculum.

Administrative activities: Administrative activities include but are not limited to conduct of meetings of the college Governing Body, IQAC, Staff Council, College Committees, College Societies, and activities related to execution of duties by the Administrative Office and Accounts Section of the college necessarily required for administrative governance of the college.

College: College means Shaheed Sukhdev College of Business Studies (University of Delhi) located at PSP Area IV, Dr. K.N. Katju Marg, Sector-16, Rohini, Delhi – 110089.

College administration: College administration includes College Governing Body, Principal of the college, Bursar, Heads of the Departments, Hostel Wardens, Academic and Administrative Committees, Administrative Officer, and Section Officer (Accounts).

College event: An event means a function or a non-academic activity, competition, or meeting organized by the college fraternity and/or external fraternity wherein the college is involved either as an organizer or as a participant and includes social, cultural, extension, and sports activities.

College fraternity: College fraternity includes students on college rolls, teaching faculty, office & administrative staff of the college, and members of the college Governing Body.

College premises: College premises means college land and building.

College society: College society means a student activity society or a student activity club or some chapter of a body outside the college, duly created and approved by the college Staff Council.

Equipment: Equipment means items including but not limited to desktop computers, laptops, computer servers, printers, scanners, photo copiers, wifi equipment, computer accessories, ICT equipment, audio-visual aids, LCD projectors, public address systems, conference system, intercom system, generators, CCTV cameras & security systems, TV sets, HVAC system, scientific & laboratory equipment, equipment acquired for use of college societies, items used in gymnasium, sports equipment, kitchen equipment, housekeeping equipment and electrical gadgets.

External fraternity: External fraternity includes persons such as but not limited to alumni; students (not on college rolls) and professionals enrolled in add-on courses conducted by the college; government & non-government organizations and its officials; and sponsors.

Facility: A facility means a physical, academic and support facility available for use to the college fraternity including but not limited to buildings, structures, library, laboratories, playground, gymnasium, garden, parking space, furniture, and equipment available in college premises.

Furniture: Furniture means furniture, fixtures and furnishings including but not limited to lecture podiums, white boards, projection screens, notice boards, desks, tables, chairs, benches, almirahs, wardrobes, work stations, book cases, locker units, filing cabinets, storage racks, storage units, beds, table sheets, bed sheets, mattresses, pillows, pillow covers, curtains, window blinds.

Research activities: Research activities include but are not limited to

- (1) Guiding students in conducting research projects
- (2) Guiding students in writing and publishing research papers
- (3) Guiding students in presenting research papers in conferences
- (4) Promoting and conducting major and minor research projects by faculty
- (5) Promoting faculty to publish research papers and articles
- (6) Promoting and funding faculty and students to present research papers in conferences
- (7) Promoting the conduct and organisation of Faculty Development Programs /Seminars /Workshops on research topics
- (8) Awarding faculty for publishing papers in renowned journals
- (9) Fund for faculty to attend Faculty Development Programs /Seminars /Workshops
- (10) Subscriptions of databases / journals / periodicals for conducting research
- (11) Purchase of research software packages for conducting research

Sponsors: Sponsors include persons, organizations, government and non-government agencies, who contribute, either in terms of money or in kind, towards

meeting the expenses of a college event, academic activities, and/or for acquiring facility, equipment, and/or furniture for college use.

Stakeholders: Stakeholders include College fraternity and External fraternity

Need for Policy

Providing support for the growth and dissemination of knowledge is perhaps the prime directive of any academic institution. In this endeavour, its Infrastructural facilities are an asset for all stakeholders and thus, it becomes imperative to maintain them and regulate their use so that they are able to provide quality service to multiple stakeholders for a long period of time. In order to achieve this, a strong and clear policy needs to be put in place to govern their usage so all stakeholders get equitable access to them and the scourge of unwarranted damage is stamped out.

Being a management college, effective management of facilities is must; hence, the College Infrastructure Use Policy comes in. An added advantage accrues to us from its effective implementation; offering students a bit of structure and responsibility that would help them later on in their careers.

The College Infrastructure Use Policy covers all aspects of the state-of-the-art facilities available for use by students, faculty and non-teaching staff. It aims to provide guidance and Standard Operating Procedures (SOPs) to cover many areas of facility utilization, including, but not limited to

- (a) Drafting policies for usage and maintenance
- (b) Creating mechanisms for 'booking' facilities to uphold fair-use principles
- (c) Promulgating SOPs for handover and take back of facilities for and after use
- (d) Devising plans for regular upkeep and up-gradation of facilities as applicable
- (e) Serving as a guide for administrative activities towards this end
- (f) Encouraging stakeholder, especially student participation in regular maintenance and general upkeep of facilities available in campus
- (g) Guiding the preparation of relevant signages such as floor maps etc.
- (h) Ensuring facilities are made available for mandatory and guided activities such as NCC etc.
- (i) Creating awareness and processes for effective and efficient utilization of existing and future resources
- (j) Assisting the college authorities in other aspects related to the usage of infrastructural facilities in campus

It is hoped that the Infrastructure Use Policy helps clarify the process for the use and management of the campus facilities. The Infrastructure Use Policy is not a frozen concept and should evolve based on the experiences garnered while the facilities are being used.

Scope of Policy:

This document covers procedures and policy for utilization and maintenance of the following facilities:

Class Rooms and Tutorial Rooms

Overview of the facility

Effective lecture class, tutorial class and classroom scheduling is critical to achieving the academic mission of the College. This scheduling enables students to attend classes they need and prepare their schedule accordingly. It also enables to arrange faculty to teach. This scheduling policy enables the college to utilize institutional resources efficiently. This policy also provides guide to start new courses and programs by taking into account the current utilization of space and availability of space for new programs. All the classrooms are well furnished, are fully equipped with ICT equipment and are fully air conditioned. These classrooms are specifically used for academic classes. Whenever the classrooms are vacant, they can also be used for the purpose of guest lectures, seminars, workshops, and other student activities.

Policy of use

The classroom scheduling and utilization is decided by the time table committees of different departments. The scheduling and utilization policy consists of a process of distributing classrooms for use in the upcoming semester based upon their distribution and use in a prior semester. Requirement of classrooms are decided by the Departmental Heads on the basis of number of students and work load of teachers and conveyed to the departmental time table committee. The time table is designed by time table committee so that the available classrooms are used optimally. Classroom use is the time in which the room is occupied for academic classes. No classroom will be used for other academic activities or events during the hours of academic classes in that class room. Time-table committee will take care to allot classes ensuring that classes are placed in appropriately sized classrooms *i.e.* according to the capacity of classroom and student strength of class. Any difficulty observed by faculty or students should be discussed with Convener of the timetable committee.

Classrooms can be used for other academic activities and organizing events when there is no instructional schedule. Use of classroom for these activities must be made with prior permission of the College authorities.

Since all floors of the college are well connected with elevators there is no specific need to allocate specific rooms to the classes having 'Divyang' students. However, the college is committed to provide special seating facility wherever required.

Procedure for allocation of facility for its primary use

The rooms are allocated to different departments by the respective time table committees. Standard time-table for classroom instructions are necessary to optimize classroom utilization. Standard time-table enables students and faculty to create workable schedules. The time table committee schedules classes with specific start and end times on every day of the week.

The standard schedules are:

- Bachelor of Management Studies Program classes are scheduled from 9:00 am to 5:00 pm from Monday to Friday
- Bachelor of Business Administration (Financial & Investment Analysis) Program classes are scheduled from 9:00 am to 5:00 pm from Monday to Friday
- Bachelor of Science (Computer Science) Program classes are scheduled from 9:00 am to 5:00 pm from Monday to Friday
- Post Graduate Diploma in Cyber Security & Law Program classes are scheduled from 9:00 am to 5:00 pm from Monday to Friday

Procedure for allocation of facility for a use other than its primary use

Sometimes, academic events and research activities are scheduled in the classrooms and tutorial rooms. For such activities permission must be taken by the organizers from the Principal of the college.

Auditorium

Overview of the facility

An auditorium is a huge hall which is set up to conduct wide array of events, discussions, conferences and performances for the audiences. Auditoria can be found at various places that could be educational institutions, theatres and community halls which can be utilized for watching and listening to the presentations and other different activities. It is primarily used for conducting various events, conferences, discussions and wide array of performances such as plays, music, and dance performances on different themes.

The college has one state of art fully air-conditioned auditorium named as 'Akashganga' with the total seating capacity of 525 persons (425 on ground floor and 100 on first floor). There are various facilities available in the auditorium that are listed as follows:

- 1. Stage and Mikes:** In an auditorium the most important thing is the stage where performances take place and the Mike or Mike stand so that the voice can reach to all the audience. Both these facilities are well equipped in our Auditorium.
- 2. Speakers:** Speakers are established in the auditorium so that the voice can reach everybody clearly.
- 3. Air conditioning:** The auditorium is equipped with centralized Air condition facility so that the audience and performers don't feel any inconvenience.
- 4. Green Room:** There are green rooms available in the auditorium for the performers.
- 5. Projector:** There is a projector installed in the auditorium and a computer is available in the control room from where the necessary projections can be made on the screen installed on the auditorium stage.

Policy of use

The reservation of the auditorium is allowed to the college fraternity whenever required. External fraternity can also reserve the auditorium for any event or function. The process of reservation is as follows:

1. A student or staff who wants to reserve the auditorium has to write an application to the principal for the permission for the same.
2. The applicant has to make the application signed from the concerned In-charge.
3. After the sign of the concerned In-charge, the application has to be submitted in administration office for approval of the principal.
4. If the principal allows then the time slot is allotted to the applicant.
5. A register is maintained in the administration office in which the details are entered regarding the booking of the auditorium. This is necessary to optimise the use of the facility and also makes sure that the space is not booked by more than one party at the same time.

Time slots

Usually, auditorium can be reserved from Mon-Fri from 9.00 am to 6.00 pm, but in special circumstances, such as seminars, conferences, alumni meet etc., it can be reserved for Saturday and Sunday also.

Maintenance

A person is allotted by the PWD, Delhi (Public Works Department) for five years for the maintenance of the auditorium. He takes care of everything i.e. cleaning, fixtures, furniture, leakages, failures etc.

Library and Study rooms

Library, traditionally, is a collection of records i.e. books, periodicals, newspapers and sometimes films and recorded music used for purpose of study and reading or the building or room in which such collection is kept.

Procedures and Policies

- (a) The library has an Advisory Committee named as "Library Committee". There are three departments in the college, viz., Department of Management Studies, Department of Financial Studies and Department of Computer Science. Teacher In-charge of the respective departments, student representatives of each department and Librarian, as Convener, are member of the committee. The basic objective of the Library Committee is formation of library polices for the smooth functioning of the library keeping in mind the interest of all the students, faculty and staff of the college. With the support of an active Library Committee, the library at the college continues to add to its repertoire of books and related documents. Library committee ensures purchase of current titles, print & e-journals, and other reading material for the library. Faculty recommendations are taken on regular basis and efforts are made to acquire as many as possible within University of Delhi purchase guidelines. Using various modules of KOHA, Open Source Integrated Software, and library manages diverse functionalities i.e. Acquisition, Circulation, Periodical, Patron and Fine Management, Stock Verification and Barcode generation efficiently.
- (b) Library is situated across two floors and has designated space for reading rooms for 218 students and research section for faculty members along with

reprographic facility. Reading room facility is available from 9:00 a.m. to 5:30 p.m. and lending hours are from 9:30 a.m. to 4:15 p.m. Total collection of 23,338 books are properly arranged at the library stacks using Dewey Decimal Classification Scheme, 59 national and international periodicals and 14 national and business newspapers.

- (c) Keeping in mind the interest of all students, library issues books to the students on the basis of total number of subjects being taught in their courses for the period of one week. First year students of all the courses can borrow four books and one magazine at a time, whereas, Second- and Third-year students can borrow five books and one. Differently abled students get allotted books for the whole semester and economically weaker students get one book for the whole semester along with the allotted books as per their year of course. Library clearance is also given to the students at the end of academic year. To enhance case-less environment, library maintains records of overdue charges on titles issued to students and the calculated amount is paid by the students in the accounts department using debit/credit card.
- (d) Non - issuable journals/reference/text books can be borrowed by the students presenting their College Identification Card for short span of time specified by the staff on duty at the circulation desk for photocopying of the articles. Text books, Reference material such as encyclopaedias, handbooks, directories, and yearbooks can be consulted in the reading room.
- (e) Library allows external users i.e. Alumni, researchers and faculty members of other colleges and university to make use of the library with the prior permission of the Principal.
- (f) Also, considering the unprecedented pandemic situation, library has made a policy to waive off the overdue charges for those students who will return the borrowed books within a week, once the library check ins/outs operations will resume.
- (g) The constitution of Library Stock verification committee has been restructured in May 2020 to inspect the overall stock verification process. Moreover, library verifies its stocks annually using the bar-code scanners.

Primary use

It provides resources and services to the students and faculty members to support their academic and other learning activities. It also helps students to develop their information searching, reading and study habits. There are several other activities organised in the library for students and faculty members such as Train the Trainer Program which help in their overall personality development.

Maintenance

Library weeds out books on the recommendations of faculty members which are placed before the library committee and with the proper approval of the Governing body those books are written off from the library. Also, library keeps check on the condition of the books and send them for binding time to time however, books which turned out to be in an extremely bad condition are treated as discarded book and with the approval from the authorities those books are written off from the library.

Computer Laboratories

Overview of the facility

A computer lab in our college is a big room where sets of computers are arranged in rows to offer variety of computer services to the students and faculty. These computer labs are basically furnished with scanners, printers and other different internet services. The purpose of installing the computers in the colleges is to give students hands on experiences on the topics covered in the theories and prepare them for the job market.

There are total six computer laboratories with the latest software in the college in which students of different courses attend their practical classes as per the set time table. There are total 186 computers in the laboratories which include 180 (existing) and 6 (newly added) computers with 100 MBPS Bandwidth available of internet connection. Laboratories have set certain user policy for the maximum and secure use of computers.

Primary Use

It is primarily used for conducting various practical sessions related to the theory papers. It is also used for creating different projects, placement activities and organising quizzes on variety of themes.

Maintenance

All the furniture and fixtures in the computer labs are maintained by the PWD (Public Works Department). Apart from that, college has also entered into AMC (Annual Maintenance Contracts) for Desktops/laptops, printers and scanners and other related items.

Storage Space

Overview of the facility

A storage space in a college is a room in which stores are kept. If a member of college fraternity wants something essential for the official work then he/she can issue the same from the store of the college. It is used by the students and teaching and non-teaching staff of the college to borrow the required items for their academic and non-academic activities. The college has one store room which is situated on the ground floor and it is handled by a store in-charge. There are various items available in the store that is as follows:

1. Stationery items: There are various types of stationery items available in the store room such as Pens, Pencils, erasers, sharpeners, CDs, Fevi sticks, staplers, files, folders and many more.
2. Cleaning stuff: There are mops, dusters, dustbins, brooms, vipers etc. available in the store room for use of cleaning staff as well.
3. Sports items: Sports items are also available in the stores. Balls, cricket kit, tennis kit, carom board, chess, basketball kit, football etc. are available to encourage sportsmanship in the students.

4. Electric items: Electric items like heaters, plugs, projectors, wires, extension cords etc. are also available for issue purpose in the store room.

Procedure and Policy of use

The requisition of any item can be done by filling up a requisition slip which has to be signed by the administrative officer. The process for the same is as follows:

1. Firstly, the student or staff has to fill the requisition slip in which the name and quantity of the items are to be mentioned along with the reason of issue
2. Then the slip has to be signed by the concerned in-charge.
3. After which the slip is to be signed by the administrative officer.
4. In the end, the slip is submitted to the store in-charge and the item is issued according to availability of the items.

Time slots

The issuance can be done during Monday to Friday from 9.00 am to 5.00 pm. If there is any prior reservation then the issuance may be allowed for Saturdays also.

Maintenance

The stores in-charge takes care of the stock and if the items are not available in the store then the same are acquired from GeM (Government e-Marketplace) with the approval of the principal. The Stores in-charge maintains registers in which all the records regarding issuance and acquisition of the items are mentioned with complete details.

Washrooms

Overview of the facility

A Washroom is a separate space, basically a room, required for private uses such as urination and defecation. Washrooms are equipped with commode seats, urinals and basins and have soap for washing hands and other sanitizing facilities such as hand dryers.

In our college, there are 6 washrooms available on each floor i.e. 3 for staff (Male, Female & Divyang) and 3 for students respectively. They are cleaned every day for maintaining proper hygiene in the college premises. There are various facilities available in the washrooms that are as follows:

1. **Types of Washrooms:** there are 3 types of washrooms available for staff and students respectively i.e. Male, Female and Divyang on each floor.
2. **Toilets:** Keeping in view the comfort of the people, there are two types of toilets facility available i.e. Indian and Western.
3. **Hygiene:** There are soaps and sinks available in the washrooms.
4. **Hand Dryer:** In every washroom, there is a facility of Hand dryer.

Maintenance

The in-charge of housekeeping staff allots his staff (Male staff for male washrooms and Female staff for Female washrooms) to clean the washrooms every day. The

drain cleaning solutions are used to clean the pots and mopping and cleaning of floor and wall are to be done by them on daily a daily basis.

Further, if there is any problem regarding flushes, cleaning, water leakages etc. then it is to be informed to the Caretaker of the college, who arranges for maintenance of the same.

Faculty rooms

Overview of the facility

Faculty rooms are the rooms in college which are specially allocated to teachers for their use between and after the classes. In some cases faculty rooms are allocated on individual basis and in others on shared basis of two or more.

The faculty rooms are one of the most important rooms for Teachers in our college. Faculty rooms primarily provide space for teacher to work without distraction, prepare their lectures, relax, share insights and observations with the colleagues and students, conduct small group discussions with students and colleagues. The faculty rooms are also have appropriate furniture to work and to store important documents and books.

Policy of use

The use of faculty room is restricted to academics purposes. It is used for relaxation of staff, planning lessons, discussion with colleagues about educational issues and to be socialized.

Procedure for allocation of facility for its primary use

Faculty rooms to the teachers are allocated by college authorities including the Principal and HODs. With allocation of rooms the administration provides furniture, room and locker keys to the teachers and also maintains proper records of the same.

Open Gymnasia

Overview of the facility

Open gymnasia is an outdoor place, where different equipment are installed for physical exercise. The college has an open gymnasium with different gym equipment. Open Gymnasia is available for students, teaching and non-teaching staff of the college. It motivates students, teachers and non-teaching staff to exercise whenever they wish to and to live a fit and healthy lifestyle.

Policy of use

Any member of the college fraternity can use the facility whenever he / she deems fit without compromising with his / her routine duties.

Procedure for allocation of facility for its primary use

To use the facility, user has to fill in his details in a register specially kept for the purpose. Thereafter, the facility can be used without waiting for any formal approvals.

Playground

Overview of the facility

Playground is a piece of land used for outdoor sports and is usually equipped with facilities for recreation especially by students. The college has a separate sports society called 'Parishram' which focuses on different indoor and outdoor games like Cricket, Football, Volleyball, Kabaddi, Carrom, Table-Tennis, Chess etc. with an idea to build a healthy and energetic sports culture and environment in the college. All the sports facilities are available for students, teachings and non-teachings staff of the college. The college also organises inter college and intra college competitions regularly to encourage students to participate and showcase their talent in sports along with academics. Maintenance of playground through weeding, levelling and watering is done regularly. The college also uses the playground to host different events by college societies including college annual festival.

Policy of use

Any member of the college fraternity can use the facility whenever he / she deems fit without compromising with his / her routine duties. Students are allowed to issue sports equipment and material from college store and they are also allowed to bring their own sports equipment. Users are expected to ensure safety of others during the use of the sports facilities.

Procedure for allocation of facility for its primary use

The college issues sports equipment / materials like Cricket kit, Football, Table-Tennis racket and ball on student's college identity card. All the materials / equipment issued by members should be returned in time to the store keeper.

Procedure for allocation of facility for a use other than its primary use

For secondary uses like hosting events by different societies, college annual festival etc. the respective societies need to take permission from the Principal.

Basement Parking

Overview of the facility

Basement parking is an indoor parking for two wheelers and four wheelers. The college has indoor parking facilities with enough space in the basement of the college building. The basement parking is available for students, teaching and non-teaching staff. The college is also using the space in basement for photocopy shop. CCTV and security guard helps in maintenance of basement parking.

Policy of use

Vehicles are required be parked properly in the earmarked spaces. The parking has well defined entry and exit routes. Monitoring of basement parking is done through CCTV and security guards. Students, teaching and non-teaching staff are allowed to use the basement parking without any formal permission if they are driving the

vehicle themselves. If, however, the vehicle is driver driven it has to be parked on the surface parking and the driver can use a room located at the exit gate.

Procedure for allocation of facility for its primary use

Students, teaching and non-teaching staff are allowed to use the basement parking without any formal permission if they are driving the vehicle themselves.

Passenger Lifts

Overview of the facility

Passenger Lifts help to transport passengers between floors at reasonably quick speed. The college building has seven floors plus basement as a parking lot, so it becomes really important to have passenger lifts / elevators for easy and fast movement. The college has six passenger lifts out of which four are allotted for students use and two are allotted for teaching and non-teaching staff use. The elevators are critically important for use by divyang people but are also required for every individual to save time and easy movement within the different floors of college building. The lifts also help in movement of heavy equipment and furniture between the floors.

Maintenance

Maintenance of lifts / Elevators is done on regular basis with the help of the PWD.

Canteen and Mess

Overview of the facility

The canteen in an organisation is a place to provide healthy and hygienic snacks and lunch facility for the students and staff. The Canteen in our college named 'Annapurna' is a facility which also runs a mess for the hostel residents. It has a seating capacity for approximately 100 people at a time. The canteen has self-service facility and is fully air conditioned so that nobody should feel any inconvenience. The service provider is selected through the E tendering process as per the stipulations of the Govt. The contract is awarded on the basis of technical and financial bids. The furniture and fixture is provided by the college to run the canteen.

Policy of use

The facility is used by all the students, faculty, non-teaching staff and other supporting staff who are within the premises of the college. Every user is expected to maintain normal hygiene standards and cordial atmosphere for other users of the facility.

Maintenance

The maintenance of this facility is responsibility of the service provider under the supervision of the college authority. The technical maintenance is handled by the PWD.

Garden

Overview of the facility

Garden includes the lawns, trees, plants and pots surrounding the college building. It is taken care by Gardeners of the college. They take care about the pruning of the plants, cleaning of the surroundings, replantation, Manure etc.

Policy of use

It is a common area accessible to all the stakeholders who are a part of the college. The permission should be obtained from the college Principal to use the garden for any special purpose like organising an event.

Maintenance

The college gardens are maintained by the college gardeners with the help of the PWD.

Hostel

Overview of the facility

The college has two hostels, one for boys and one for girls, with a capacity of 72 residents each. There are 24 rooms in each of the hostels which are to be shared by 3 students in each room. Each room has three cots with mattress, three study tables with chairs, three wardrobes and book shelves for the residents. Every room has an air conditioner and an attached toilet and bathroom. The housekeeping staff provided by the service provider is responsible for maintaining all the areas of the hostel including the rooms.

The hostels also have the following facilities:

- Wi-Fi facility
- Common room with TV and DTH dish antenna
- Indoor games facility
- Common pantry equip with refrigerator and microwave oven
- Laundry facility (washing machine is on paid basis at very reasonable cost)
- Lift facility

The hostel residents can use the college garden, college playground and the open gym as per the common policy of use.

Policy of use

The Hostel seats are allotted only to the students enrolled and pursuing the courses run by the college in the on-going academic year according to the policy decided by the college and University of Delhi. The detailed criteria for admission is highlighted in the Hostel Bulletin uploaded on the college website.

Maintenance

The technical maintenance is handled by the PWD. A service provider is engaged by the college to maintain cleanliness and security of students. The hostel is run on a self-sustaining mode where the students contribute to meet all expenses associated with the hostel.

Examination Rooms

Overview of the facility

Examination Rooms are the room designated for conduct of any examinations by the college. All the stuff required for the examinations i.e. furniture, answer sheets, threads, seal, envelopes, stamps etc. are kept there. However, if the administration decides, the same can be used for conducting other events also.

Policy of use

The rooms are primarily used for conducting various University examination related to the theory papers. Students taking examination in the examination halls get access to the rooms only during the scheduled examination time. Students may only access the area of the hall where their roll number is assigned, and are not allowed to move in any other area of the hall without the permission of invigilator or superintendent.

Procedure for allocation of facility for its primary use

Examination rooms for the college examinations are allocated by the Examination Superintendent(s).

Procedure for allocation of facility for a use other than its primary use

Examination rooms may also be allowed to be used for organizing events and for some University / national / state level competitive examinations by the Principal.

Seminar Rooms

Overview of the facility

A seminar room is a place where a group of participants meets to carry out their training, workshop or education. The College has three air-conditioned seminar rooms, with a seating capacity of about hundred people each. All the seminar rooms are equipped with appropriate furniture, audio-visual facilities along with recording facilities and an excellent sound system. Every seminar room also has a projector screen, white board, black board and a podium.

Policy of use

Seminar rooms are for use primarily for seminars, workshops, trainings, programs, or events. Use of seminar rooms as a place to conduct regular classes is prohibited. Events of a strictly social nature such as parties are also not permitted in the seminar rooms.

Procedure for allocation of facility for its primary use

Seminar rooms are allocated by administrative authorities to the teachers or student societies as per their prior requests. For using the seminar room an application form has to be filled up, duly endorsed by the teacher-in-charge and submitted with the administrative office for approval of the Principal. The administrative office maintains a register for keeping track of allotment of the facility in order to ensure optimum utilisation of the facility and to avoid duplicate allotment.

Procedure for allocation of facility for a use other than its primary use

Seminar rooms are not allotted to outsiders.

Activity Rooms

The College has a number of activity rooms which have been allotted to different college societies for their exclusive use. The societies use these rooms to conduct activities required to attain their objectives. All these rooms are wifi enabled and are provided with appropriate furniture and equipment. The rooms have been allotted to the respective societies on a perpetual basis. However, the college administration can take the possession back from a society if the facility is not being properly used, is being misused or has a better use.

Common Space and corridors

The College has a lot of common space and corridors on each floor of the building. All the common spaces and corridors are Wi-Fi enabled. Here, the students can have personal interaction between themselves on academic and other matters and can conduct their extra-curricular activities after the normal teaching hours by seeking permission from the college Principal. These spaces have ultimately emerged as the bedrock for generation of bright ideas.

(B) PROCEDURES AND POLICY FOR MAINTENANCE OF FACILITY

Need for policy

The college is dedicated to provide the best academic environment; hence, services and facilities are developed for the benefit of the college and external fraternity. These physical and academic facilities cover almost every aspect of the college functioning such as teaching learning, buildings and classrooms, library, computer laboratories etc. To meet the expectation of uninterrupted and smooth functioning of these services and facilities, the need for tangible policy arises.

Aims of the Policy

1. To receive uninterrupted functioning of physical and academic service facilities.
2. To realize optimal employment of facilities and services for the benefit of college fraternity.
3. College facilities and services should be timely up-gradated, refilled, repaired and/or replaced.
4. Standardized maintenance and utilization procedures for college facilities must be formed.
5. To avoid misuse and misconduct of college facilities and services.
6. To reduce the chances of accidents at college premises.

Policy of Maintenance / Procedure of Replacement

The following system has been developed to look after the maintenance, up-gradation, replenishment, repairing and replacement of college facilities and services. The system assures the involvement of the entire college fraternity.

- The administrative office is a ground level step to keep the promise expressed in the policy statement. The administrative office, in consultation with the Principal, takes care of day to day maintenance and looks after this all-routine maintenance.
- The purchase committee headed by a senior faculty takes annual review of the facilities and services. The report is put forth in the meeting of purchase committee chaired by the Principal. The purchase or maintenance expenses are utilized as per the pre- determined procedures after receiving permissions from respective authorities.
- Minor expenses of maintenance or replacements for essential needs are immediately sanctioned but the major requirements of large expenses are sent to the PWD, Delhi or to the Government of National Capital Territory of Delhi for approval and funding.

Further for optimal utilization of resources, college has taken various steps such as:

- Sufficient signages are displayed for proper use of the infrastructure facilities.
- The technical staff looks after ICT facilities. To take care of the major problems, the college has Annual Maintenance Contracts with service providers.
- The support staff having technical and mechanical skills looks after day to day maintenance of infrastructure.
- Fire extinguishers are placed at appropriate places and they are replaced periodically.
- Electric fittings and wiring are periodically monitored by the PWD engineers for replacements and repairing.
- For drinking water supply the college has installed water purifiers and coolers which are maintained by the support staff.
- All housekeeping staffs other than the supervisors are outsourced.
- The campus maintenance is also monitored through surveillance Cameras.