



NIRANKARI BABA GURBACHAN SINGH MEMORIAL COLLEGE

SOHNA ROAD, NCR DELHI, SOHNA-122103, TEL:-0124-2362269

(Affiliated to M.D. University, Rohtak)

Website: www.nbgsmc.ac.in

Email: office@nbgsmc.ac.in

Procedures and policies

for maintaining and utilizing physical, academic and support facilities

There are established systems and procedures at various levels for maintaining and utilizing physical, academic and support facilities in the college. In case of any interruptions/breakdown standard procedure is followed to bring the equipment/machine in working condition. An Estate Officer is specially appointed to monitor and maintain the physical facilities.

1. Laboratories

- The working conditions of the ICT facilities in computers labs are supervised by the Lab Assistant/Attendant and replacement/upgradation required, if any, are reported to the estate officer.
- All the computers present in the college and equipment in the computer lab is under an Annual Maintenance Contract and periodically checked.
- Preventive maintenance is carried out their respective lab attendants. A record of utilization of equipments, computers and other required material for experiments are maintained in their consumable and non-consumable registers.
- Any further requirement/ replacement of the equipments and machineries in the laboratory are reported by lab assistants to their respective HODs / senior faculty for further necessary actions.

2. Library

- The library is headed by the librarian and is supported by the library advisory committee who gives feedback and suggestions in improving the library management system. Library restorer and support staff help the students for searching and lending the books in the library. At end of the Academic year a stock verification is done.

3. Sport equipment/ ground

- The sports facility is maintained by the physical director who is assisted by a GameBoy.
- The GameBoy maintains and upkeepes the ground and the cricket field, does the marking of the ground and provides the play kit for the students.
- Sport director is responsible for keeping the record of utilization of sport Facilities, activities held, awards received by the students etc.

4. Class Rooms

- The housekeeping staff maintains the cleanliness inside the class rooms and is monitored by the estate officer. Observations, if any, regarding the cleanliness, non-working of fans and light, etc. are reported by the subject faculties to the estate officer for further necessary action.
- A complaint register is also available in the office to maintain the records of such complaints received from the staff members.

5. Other Facilities

- The electrical maintenance, the CCTV cameras' maintenance, the Intercom Service maintenance and the College Security are outsourced. The monitoring is performed by the estate officer.
- The College Gen sets are maintained by the college / hired agency.
- The Reverse Osmosis Water Purifier Systems are also under Annual Maintenance Contract.
- Air conditions are serviced annually.
- Grants from the UGC are also used for adding to the college infrastructure as well as for its renovation.
- In addition, there is a separate Maintenance Room as well as Store in the college.