



# **POLICY FOR USE AND MAINTENANCE OF INFRASTRUCTURE AND BUILDING**



**MAHARAJA AGRASEN COLLEGE, JAGADHARI**

(Established by 1971)

Website: [www.mac.ac.in](http://www.mac.ac.in)



## **Policy for Use and Maintenance of Infrastructure and Building**

Maharaja Agrasen Mahavidyalaya has started its journey from a rented building at Shree Ram Leela Bhawan, Jagadhri in 1971. College has purchased its land in 1974 and constructed a small building for academic and administrative purpose. After a journey of 50 years approximately, College have a lush green campus covered under CCTV surveillance. The following is the policy for its use and maintenance is as follows:

### **1. Class-Rooms:**

All class rooms of the College are well furnished with comfortable fixed and flexible furniture (Writing and sitting desks). The classes are fully ventilated with adequate light facility LCD and Projectors. We have two classes with white smart board and 25 with normal board.

- a) Class-rooms are allotted as per strength of class, stream with the consent of Time-Table In-charge and HOD's of each department. To maintain discipline the lectures of different streams are adjusted in separate corridors.
- b) The supportive staff cleans the class rooms and corridors on daily basis after the classes are over.
- c) The white-wash on walls are arranged need based under the supervision of Building supervisor after the permission of Repair and Maintenance committee.
- d) The supportive staff also reports of all electric and other fault and repair of furniture, if requires.
- e) The ICT team provides and maintains the Internet and other teaching aids.



## 2. Girls and Boys Common Room:

College has two common rooms one each for Boys and Girls. The sitting capacity for the Common Rooms is 80 and 50. Both are equipped with LCD TV, Lockers and washrooms.

- a) Every common room is under the supervision of common room in-charge.
- b) Common room lockers are issued by Common room in-charge.
- c) The indiscipline creators are fined and warned time to time as per college policy.
- d) The repair and maintenance work are arranged in the vacations under the supervision of Building supervisor after the permission of Repair and Maintenance committee.

## 3. Conference Room & Auditorium:

College have a facility of one conference room of 100 sitting capacity and one auditorium of 360 capacity. Both are equipped with AC, complete audio-visual system etc.

- a) Conference room is used for students for small activities like, quiz, academic competitions etc. A prior permission is needed from Principal and the record is maintained in the principal office.
- b) ICT cell maintains all audio-visual, internet facility.
- c) Auditorium is used for large indoor events like Talent Show, Fashion Show, other Cultural Programs, live telecast of educational programs etc. with the permission of the Principal.
- d) Prior permission required from Management for social or religious program by outside organisations.



- e) Small repairs and maintenance are conducted on regular basis for smooth functioning of Auditorium and Conference Room by Building Supervisor with the consent of Repair & Maintenance Committee.
- f) The supportive staff cleans the Conference room and Auditorium on regular basis.

#### 4. Laboratories:

##### A) Physics & Chemistry Lab:

Both labs are maintained for Science Students. Both labs are under the control of lab attendant under the supervision of Science stream HOD.

- a) Both labs contains fixed and consumable material for experiments. The lab attendant creates the list of material with the consent of HOD. The purchase committee purchase the material after getting quotation from minimum three vendors.
- b) The practical are arranged as per their time table under the supervision of Lab Tech. & concerned teacher.
- c) If any student creates indiscipline in the lab, the disciplinary action is taken as per college policy.
- d) All the material is kept in proper temperature as per its nature and scientific requirement.
- e) The dustbins are maintained as per nature of waste and cleaned regularly.

##### B) Computer Labs and Language Lab:

- a) There is one computer lab and one language lab in the college equipped with more than 40 and 30 computers each with 100 mbps internet line. Sufficient number of Laptops are also available in computer lab.
- b) Both labs are maintained by Computer Lab Technicians.



- c) All the purchases regarding both the labs are made by Purchase Committee. They invite minimum three quotations of specific brands and configuration. A comparative chart of rates are prepared and same is recommended to the Principal for sanction.
- d) The laptops are issued by Lab in charge to faculty as and when requires.
- e) Both labs are cleaned on daily basis by supportive staff.
- f) A stock register is also maintained for all Hardware and Software materials.
- g) The college ERP and website is maintained by ICT Incharge regularly.
- h) Disposal of E-waste is done in a proper manner with a prescribe procedure.

### c) Sports Facility:

Maharaja Agrasen Mahavidyalaya is committed to provide sports facility to its students besides the Academics. College have a small Gym with facility of massager, treadmill, cycling etc. We have Badminton and Basket-Ball courts. We have two big play-grounds also.

- a) All sports activities are done under the supervision of Physical Education teacher.
- b) All the sports material are purchased by Purchase Committee as recommended by Physical teacher with the permission of Principal. The purchase committee purchases the material by inviting minimum three quotations. A comparative chart is also prepared by specifying material brand, rates etc.



- c) The 12<sup>th</sup> pass students are eligible for All India and inter university competitions.
- d) Specific fee concession in fee is also provided to winners of Inter-university etc.
- e) As per sports policy, no sports material are allowed to take/bring outside/inside from the campus without proper permission.
- f) The ground is maintained regularly by ground man under the supervision of Physical Education faculty.

## 5. Gardens and Lush Green Area:

College have 4 green lawns. Each block have a garden to provide fresh and healthy atmosphere to all.

- a) All gardens are maintained by full time and part time gardeners.
- b) The gardener plants the flower plants as per season. Its help to maintain the beauty and lush greenery of the campus.
- c) Eco club recommends the material like seeds, fertilizer, plants, gardening equipment as per the requirement of gardener to purchase committee. Purchase committee analyzes the rates etc. and purchases the same with the permission of the principal.
- d) Rain water harvesting system helps in maintenance of garden to save the water also.



## 6. Parking Area & Canteen Management and Utilisation Policy:

College have a large space of parking. The vehicles of students and faculty are parked there in a systematic way. Contract of the parking area and canteen is given by inviting tenders every year. Both tenders are opened in the presence of contractors. Before the finalization of the contract, canteen committee and the Principal verifies the experience and other abilities of the contractor. Contract is given for one academic year only.

- a) Parking rates i.e. Rs. 250/- annual or Rs. 5/- per visit is fixed for students and visitors. The facility of parking is free for staff. Contractor have to maintain the area as per the term and conditions of contract.
- e) Contractor compensates loss/damage of the vehicle in parking area, if any.
- f) Canteen contractor provides the fresh and hygienic food as per day wise menu. The price list is fixed at the time of contract. It is also displayed in Canteen.
- g) Any complaint regarding the canteen is submitted to Canteen Committee. Canteen Committee resolve the issue.



## 7. Library:

The college library rules consists of the following:

- a) If any page is torn off or book is mutilated/ spoiled in any form or lost, the student shall be required to deposit the cost of the book plus overdue charges or deposit new copy of the book with same Author, Title, Publisher and Language plus overdue charges and Technical Processing charges (Barcode, Label, Stamp etc.).
- b) The Books will be issued for 14 days only & thereafter a fine of Rupee 1/- per day per book would be charged.
- c) No additional book will be issued during preparatory and Exam. Days.
- d) Timing of Documents Issue/Return and Reissue is 09:00 A.M to 4:00 P.M. (except Lunch time)
- e) If any student is caught removing the book from the library in an unauthorized manner, a minimum fine of Rs.500/- would be recovered in addition to disciplinary action.
- f) Students are required to maintain proper discipline and silence in the library, failing which their Library membership can be cancelled and a fine of Rs.100/- will be charged per student.
- g) Reference Books/ Journals/ Magazines/ Newspapers/ CDs will not be issued to the users. They can consult such documents in the library only. If reference book is taken outside the library knowingly or unknowingly, a minimum fine of Rs.500/- will be charged besides disciplinary action.
- h) If any Student is found misbehaving with any library staff, strict disciplinary action will be taken against him/her.



- i) The librarian has the right to recall any book without assigning any reason at any time.
- j) No entry in the library is allowed without Identity card
- k) The students deposit their bags & personal books at the property counter.
- l) Mobile Phone is strictly prohibited in the Library.
- m) To trace out any book/document the help of library staff can be sought.
- n) In case of any query/problem contact to the Librarian.

Principal

Convener IQAC

