



++ AGGARWAL COLLEGE BALLABGARH

A Post Graduate Co-educational College Accredited A++ (CGPA: 3.57) by NAAC

ISO 9001: 2015 & ISO 14001:2015 certified

College with Potential for Excellence (CPE) Status by UGC

Affiliated to M.D. University, Rohtak

Procedures & Policies

for Maintaining and Utilizing Physical, Academic and
Support Facilities





Procedures and Policies

for Maintaining and Utilizing Physical, Academic and Support Facilities - Laboratory, Library, Sports Complex, Computer Labs, Classrooms

Aggarwal College Ballabgarh ensures the availability of the latest equipment and up-to-date infrastructure to the staff and students for the uninterrupted functioning of the academic and co-curricular activities. The authorities solicit the necessary requirement of faculty and students regarding class rooms, laboratories, library and other infrastructural resources before the commencement of each academic year.

1. LABORATORIES

(a) **Purchase policies and procedures for laboratories:** There is a systematic operating procedure for the purchase as well as maintenance of the various resources required for the labs (Physics and Chemistry):

1. Submission of lab requirements in the form of a proposal by concerned lab incharge to the Head
2. Call for quotations and verification of prices and availability of the items
3. Evaluation by Purchase Committee and concerned department
4. Acceptance by the Principal and submission to Governing Body and College Management
5. Allocation of funds to the respective department
6. The allocated funds have to be utilized by the concerned department during the academic year for the purchase of lab equipment, service and maintenance.
7. At the end of financial year, stock verification, maintenance report, service report is undertaken for various departments, and a detailed report is compiled and submitted to Principal.

(b) **Maintenance of Laboratory**

1. Stock Register is maintained in all departments to enter purchased items regularly.
2. Trained lab-assistants are appointed in laboratories
3. Internal stock verification is done every semester by a committee constituted by the senior faculty. Follow up action is taken on the recommendations of the committee.
4. At the end of every academic year, stock verification committee constituted by senior faculty from other departments verify the stock, maintain service report and the documents are submitted to Principal.
5. Fire extinguishers are installed and maintained in all laboratories.
6. Instruments and equipment are serviced under AMC or as per requirement.

(c) **Utilization of Laboratory**

1. Research work is done by faculty and students
2. Curriculum based practicals are carried out.



2. LIBRARY

(a) Purchase policies and procedures for library

1. The Faculty prepare a list of books recommended by the University at the beginning of all semesters for purchase by the Library
2. The Librarian would then check for duplication and then place the list of recommended books before the Library Advisory Committee (LAC) for its review
3. The Librarian prepares the final list of books and obtains financial sanction for their acquisition
4. Library staff regularly re-checks the library OPAC (Online Public Access Catalogue) for smooth functioning
5. The library also ensures the availability of N-LIST books and journals for the students and staff.

(b) Maintenance of Library:

1. All the Students are allowed to use library to read newspapers and magazines
2. Silence is well maintained
3. Registration is done at the time of start of session to become a library member
4. Textbooks, printed materials and books are issued only on production of the Identity Cards
5. No reference book or journal is allowed to be taken outside the library
6. Student has to enter name and signature in the register kept at the entrance counter before entering library
7. The librarian may recall any book from any member at any time and the member shall have to return the same immediately
8. The borrower is responsible for the proper handling of books borrowed on his/her card.

(c) Utilization of Library:

1. The library is open all working days for the faculty and students to utilise its resources
2. Days are allocated for all classes for the return and issue of books
3. Library support staff is there for the facilitation of students and staff
4. If the borrower loses any book, the same book is required to be replaced with the permission of the librarian
5. Photocopying and printout facilities are available.

3. SPORTS FACILITIES

The Sports Department of College has adequate infrastructure consisting of play grounds for Basketball, Archery, etc. for students and staff. The College has qualified faculty in the department to facilitate, educate and motivate the students to participate in sports activities in the college. Every year Athletic Meet is celebrated. A gymnasium has been established on the campus for both staff and students. A latest cutting-edge Shooting Range is there.

(a) Purchase policies and procedures for sports equipment

1. Requirement proposal is framed by the HoD and is submitted to the Principal
2. The Principal approves the proposal and submits the same to Management for further action.

(b) Maintenance and utilization of sport complex

1. The Grounds and Gymnasium enable the students and staff to keep fit
2. The support staff facilitates the users with required equipment.



4. COMPUTER LAB

(a) Maintenance of Computer Labs

1. All computers and air conditioners in the labs are serviced by trained technicians from companies under AMC or as per requirement
2. Good quality computers are procured for labs with adequate power backup facilities (UPS, Generator)
3. Requisition is provided at the commencement of each academic session by the concerned faculty or Head of Computer Science Department keeping in view each student and timetable for practical classes
4. Computer Networks in the campus, both LAN and WAN, are maintained by structured cabling
5. Each user is given a user ID to use the network
6. The internet service in the college is provided through a separated leased line with 300 MBPS speed
7. Fire extinguishers are installed and maintained regularly in all computer laboratories.

(b) Utilization of Computer Labs

1. Practical and hands on sessions are conducted by the students under supervision of qualified faculty
2. Students are motivated to do online course in NPTEL, SWAYAM and other online education platforms
3. Computer labs are utilized for conducting various online examination for the students
4. Various L1, L2 and L3 courses have been designed to give students knowledge about computer applications at various stages and levels.

5. CLASSROOMS

The institution deems it a responsibility to provide well-constructed and well ventilated- airy classrooms for best productivity of staff and students. The buildings are well maintained for their up-keep and repairs are done regularly including best landscape.

(a) Maintenance of Classrooms

1. The College Authorities maintain the building by performing all the repair works inside the campus as and when required
2. All classrooms have adequate furniture, LED lights, projector and smart boards, fans and multiple electrical points
3. There is availability of pure RO water supply
4. The house keeping team keeps the classrooms clean and tidy
5. Dustbins are placed in each room
6. The wash rooms are maintained on a regular basis to ensure their usability.

(b) Utilization of Classrooms

1. After working hours, the classrooms are utilized to conduct competitions, powerpoint presentations, guest lectures and certificate courses for students
2. Internal examinations and university examinations are conducted in the classrooms.


Co-ordinator, IQAC
Aggarwal College, Ballabgarh




Principal
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