



Policy & Procedure for Procurement, Maintenance and Utilization of Infrastructural Facilities:

• Policy & Procedure for procurement of facilities:

The policy of the HEI fulfills and upgrade the infrastructural requirements as and when such need arises. Various committees of the College are constituted to plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized. The Department of Higher Education, Haryana (DHE) is the sanctioning authority of funds for the procurement of different support facilities in the Govt. Colleges. The college has two types of source of funds i.e. one budgetary provisions from the Government and secondly through utilisation of student's funds under the provisions of Haryana Education Code.

The Central purchase committees, & other Committees are constituted by the Principal to finalize/decide the cases of purchase/procurement after seeking requisition & requirement from each Head of the department for all articles related to stores, apparatus, desks/benches/IT equipments, books and other support facilities and proposal is sent to the Government for approval & sanction of the budget as per the directions & procedure supplied by DHE, Haryana. The Government has taken the policy decisions with a view to further streamlining the process of procurement. The store items ought to be procured in a manner that the budgetary provisions for the same are utilized in an evenly spread manner throughout the year. Keeping the above in view, it has been decided that Each and every department/organization shall consolidate its budgetary provisions for procurement of stores/purchases under non-plan and plan budget for the year and prepare a Procurement Plan in the beginning of the financial year.

• Policy for maintenance of facilities: -

The College ensures regular maintenance and upkeep of all infrastructural facilities. Full-Time Sweepers, Gardeners & Chowkidars are appointed by the College to ensure cleanliness, hygiene, sanitation, and adequate drinking water supply, maintenance of lawns and flora of the College, security and stationery conditions and to update about the current/ daily state of affairs. Furniture and equipments are purchased on regular basis as per the requirements. The College has engaged an electrician on dc rate . The College has appointed Trained Lab Attendants & ITI apprentices and Computer Network Assistants to ensure maintenance & regular support services related to computer hardware and software. The College maintains I.T.Equipments in working order by hiring the services of private vendors for the maintenance of computers, LAN, servers, printers, projectors, scanners, CCTV Cameras and biometric attendance system etc. In addition, students are informed/advised about various scholarship schemes and their claims are settled well in time by the scholarship clerk & nodal officer appointed for the said purpose.



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- **Procedure for utilization of facilities:**

The decisions in respect of procedure for utilization of facilities are taken in the IQAC and College council meetings. The Time-Table Committee evaluates the possibilities of rational and optimal use of the time and space available. Rooms of different sizes are allotted in accordance with the size of the classes and suggestions are made for the most efficient use of the time frame, keeping in mind the need to balance academics, co-curricular and extra-curricular activities. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose in the interest of students.

- **Laboratories:** - Record of chemicals, apparatus, and specimen etc. is maintained by lab attendants and supervised by HODs of the concerned departments. The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises. The practical groups of the students are constituted in a manner that every student is to meet out specific periods as per university norms.
- **Library:** Library is fully automated & equipped with e-Lounge, Photocopier machine and printer. The maintenance of the reading room and stock verification of library books is done regularly by the library staff. The Library Committee is constituted to ensure the requirement of books, Magazines are purchased & journals are subscribed through HODs'. The list is finalized & recommended for final approval of the Principal. The Visitors' register is also maintained for keeping the records of readers & learners and to ensure return of books, 'No dues' from the library is mandatory for students before appearing in exam.
- **Sports:** Physical Education & Sports Department of the College is committed to ensure students' participation in physical activities and to ensure wholesome personality development of all the students. The students are trained to participate at International/ National/State Level and Inter-University Level competitions. The college also organizes annual athletics & selection trials to select teams for various games/sports, intra-mural sports competitions and facilitates students with sports uniforms, equipments and refreshment during competitions /tournaments.
- **Computers:** - Six fully functional & operational computer laboratories including one language lab are established for imparting computer education, soft skills & ICT knowledge to the students. These are put to optimum use for students throughout the year and regular maintenance is ensured through local hardware technician/service providers as per requirement. The non-repairable systems are disposed off through HARTRON as per policy of the Govt. of Haryana.



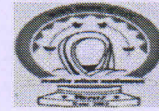
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- **Classrooms:** - The College Building Committee has been constituted for maintenance and upkeep of infrastructure. The college Building & Development fund is utilized for maintenance and minor repairs of furniture and other electrical equipments. The class rooms are well maintained and kept neat and clean by our permanent college employees (sweepers).
- **Electricity & Physical facilities:** - The maintenance of electricity and physical facilities is done regularly as per requirements. College has various equipments like, Generator, Xerox machines, Laser Printers, CCTV cameras, Audio systems, Digital Camera and Inverters etc. College funds are utilized regularly to maintain above facilities. Sufficient number of water coolers with water purifier is available for staff and students and is well maintained. Separate toilets and washrooms are made available for staff, Divyangjan, Proper Parking facility is also made available for students and staff. Free
- **Wi-Fi facility:** Wi-Fi facility is available in the college through Internet Leased Line from BSNL and Reliance Jio Info com Ltd. (free installation through Reliance Info com Ltd.).


Principal
GCW-Hisar