

Adarsh Mahila Mahavidyalaya, Bhiwani

The **Infrastructure Utilization and Maintenance Policy** of Adarsh Mahila Mahavidyalaya clearly outlines the objectives, responsibilities, and procedures for the optimal use and maintenance of its facilities. Here's a summary of the key points:

Objective:

- Ensure that the infrastructure supports teaching, learning, and research effectively.
- Provide a framework for the allocation of responsibilities regarding infrastructure use and upkeep.

Target Audience:

- Teaching and non-teaching staff
- Campus caretakers
- Students
- Parents
- Alumni
- Other stakeholders

Infrastructure Utilization Policy:

1. Classroom Utilization:

- Managed by the timetable committee under the principal's supervision, based on workload.
- For academic events, permission must be taken from the principal to use classrooms.

2. Laboratory Usage:

- Timetable for laboratories is set by the respective department heads and conveyed to the timetable committee.

3. Smart Classrooms:

- These are equipped with internet access to support online learning resources.

4. Seminar Halls and Auditorium:

- Used for programs like orientations, guest lectures, IQAC activities, workshops, alumni meets, placement drives and faculty development programmes. The conference hall is dedicated to academic and governing body meetings.

5. Computer Labs:

- Utilized by all departments for events like guest lectures, workshops, presentations, and inter-college competitions.

6. Equipment Responsibility:

- Faculty, staff, and lab assistants are responsible for the use of equipment within their areas.

7. Laptops:

- Issued to faculty as per departmental needs.

Maintenance Policy:

Objective:

- Ensure regular maintenance and upgradation of the college's infrastructure, including buildings, equipment, furniture, and sports facilities.

1. Laboratory and Equipment Maintenance:

- Equipment is maintained by lab attendants, and infrastructure needs are updated based on requirements from the heads of departments.

2. Sports Facilities:

- Managed by the Physical Education Department, with ground-level maintenance done by ground men.

3. Stock Registers:

- Maintained by the respective in-charges.

4. Technical Maintenance:

- A dedicated team handles the maintenance of electricity, computers, and furniture.

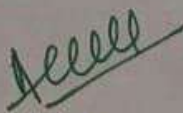
5. Library:

- Library staff manages the proper handling and shelving of books and conduct an annual stock checking.

6. Campus Cleanliness:

- The cleanliness committee ensures that the campus, including grounds and lawns, is cleaned daily. Toilets are cleaned regularly, and flora maintenance is done by the concerned committee, with the help of the gardener.

This policy ensures that all physical resources of the college are used efficiently and maintained to enhance the quality of education and student life.


Principal
Adarsh Mahilla Mahavidyalaya
BHIWANI
