

## **Shri Jai Narain Post Graduate College, Lucknow**

### **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

Over the years, college has evolved fool proof procedures and policies to maintain laboratories, library, sports complex, Computer, Classrooms etc. The In-charges of the above are fully authorised to take up adequate measures to act upon their annual plan, well approved in advance by the Head of the Institution and the Management. Before the beginning of the session the Heads of departments which have laboratories and library as well as the Sports department, submit a charter of requisitions and plan for further enhancement. The proposals are critically discussed by the members of the committees concerned under the chairmanship of the Principal, and the recommendations are forwarded to the Management for the allocation of the funds. Besides this, each of the offices / departments are inspected periodically by the IQAC and the members of the administration/Management and shortcomings if any in the functioning of these facilities are found and redefined by the competent authorities. Like other department, above mentioned departments maintain stock registers for consumable and non-consumable items and if any deficiency occurs they send requisitions to the Principal for the purchase of essential items. All these departments have students' councils which keep monitoring students-related facilities and inform the authorities in their periodic meetings about the discrepancies or requisitions (needed improvements). As regards library, requisitions for books and journals are sought with the allocation of funds from each department and the orders are placed by the librarian to various book selling agencies through the tender system. In the Science departments, Laboratories are maintained by the lab assistants under the supervision of the Heads and day to day problems are sorted out by the departments in coordination with the In-charge of the Faculty. In the Sports department, purchase of the Sports items is made periodically as per requirements and the norms of NCTE. Gymnasium and playground are maintained on regular basis by supporting staff appointed for the purpose. Regular maintenance of classrooms is done by annual whitewashing, cleanliness drives and electrical check up.