OFFICE OF THE PRINCIPAL GOVT. DEGREE COLLEGE UDHAMPUR

4.4.2 - Established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

All the affairs of the institute are managed by various committees headed by the Principal. The college has a comprehensive policy to maintain, utilize and upgrade the infrastructural requirements as and when it is required. Every year different committees are constituted to plan and ensure the maximum utility of available infrastructure for academic and co-curricular excellence of stakeholders.

System for maintenance of available infrastrucre:

The college administration has an established system for maintenance of available infrastrucre. For this purpose worthy Principal has constituted about fifty committees vide order no. UCB/2021/1759 dated 15-06-2021 covering each and every aspect that relates to physical, academic and support facilities of the college. The Principal of the college convenes meeting of IQAC Coordinator, convener of Advisory, Academic, Purchase and Development committees appraising the quorum about status of financial position of the institute.

Procedure for utilizing and maintaining physical, academic and support facilities:

The college Development committee headed by the Principal monitor the civil works carried in the institute and is entrusted with maintenance, upkeep and up gradation of infrastructure. Funds are sought from Administrative Department for the same. The convener Development committee conducts periodic checks to ensure the maintenance of the infrastructure. All HODS and conveners of different committee are informed to submit requisition for items required for smooth conduct of affairs of the institute for the academic year. After thorough deliberations, budget is prepared and funds received are allocated keeping in view students' strength of each department. Purchase is done through proper tendering or on GeM portal following all codal formalities. The HODS are accountable to the Principal who organize efficiently workforce, maintaining duty files containing details about their individual fixed responsibilities etc. Every department maintains. Every department maintains a stock register of the available equipment. Annual verification of the stock is carried out at the end of year. The Lab. Assistants under the supervision of concerned HODS maintain the efficiency of the college computers, accessories and other laboratory Equipment. In order to maintain the hygiene, adequate in-house staff is employed so as to provide a congenial learning environment. Daily cleaning and maintenance of classrooms, laboratories, staffrooms, and washrooms is assigned to supporting staff designated for each floor. Two full time gardeners assisted by ground staff maintain the green cover of campus. The campus is monitored through CCTV surveillance cameras.

SPORTS

Every year the PTI Incharge of sports activities prepares a yearly calendar of the sports activities to be held in the college and tries to meet the set target in line with the sports calendar prepared by the University of Jammu.

The College has a splendid playground for Cricket, Football, Hockey, Tennis, Volley-ball, Kabaddi and Badminton. The said infrastructure is maintained by the staff regularly. Games are played regularly and every student is expected to play at least one game. Students can have the usual equipment for the games he/she opts for. After the completion of the admission process, the College teams are announced on the basis of trials and selection process. The players in their own interest are advised to be punctual and regular in their class work as well. Inter-group tournaments in all the games are conducted periodically. Special arrangements have been made for indoor games in which the members of the staff as well as students can participate. The college also organizes State Level Annual Governor's Silver Rolling Volleyball Trophy for Men and Women.

COMPUTERS:

The college has 116 nos. of computers in the college. There are forty three computers in two computer laboratories. Nearly 40 students in a batch are utilizing the lab at a time. Daily classes are conducted in 3 batches. All repairs and maintenance expenses of the lab are borne by the college. There are about 24 interactive/LED panel board in 28 class rooms. The said infrastructure is maintained by the technical team constituted for the purpose. All the Departments have separate systems with internet and Wi-fi facility.

LIBRARY:

The College library "DEVIKA" is housed in a newly constructed spacious building. It has more than 68,000 books on various subjects and is accessible to the students and the staff throughout the year. Ours is a rich library where there is no dearth of latest books concerning the syllabi which are issued to the students under rules. Latest Magazines, Periodicals and Newspapers are displayed in the Reading room. Students are encouraged to make proper use of this facility in their free time. The IT-enabled adjoining Browsing Centre provides internet and other facilities to the students. The staff deployed for its maintenance is well trained and the functioning is coordinated by a professional Librarian.

PRINCIPAL

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