



**Shri Gosar Hansraj Gosrani Commerce & Shri D. D. Nagda BBA College.
Jamnagar**

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

All departments raise purchase requisition.	
Computer Lab	
Placing orders	<ul style="list-style-type: none"> • Quotations are invited; approval of the Principal taken, then orders is placed.
Maintenance	<ul style="list-style-type: none"> • The IT Department maintains a record of the computer labs. • They see to the repairing and maintenance of the equipment - computers, CCTV cameras, projectors and sound system. • They ensure proper disposal of IT waste.
Utilization	<ul style="list-style-type: none"> • For subject lectures and project work. • To conduct MCQ online exams. • To give feedback to the faculty members, twice in an academic year. • To prepare Presentations as part of the Internal exams. • For academic purpose after college hours.
Library	
Library – Department	<ul style="list-style-type: none"> • The Library is headed by a Librarian and an assistant, who maintains the library and keeps it updated.
Procedure	<ul style="list-style-type: none"> • The quotations are invited, discussed with the Principal and the order is finally placed. • The same procedure is followed for ordering equipment for the library.
Maintenance	<ul style="list-style-type: none"> • A stock register is maintained. • The library maintains a record of the No. of visitors to the library.

Utilization	<ul style="list-style-type: none"> Library can be accessed by using College I-Card. Three books are issued to student for 15 days. Software used- Soul Infilbnet. Students can check the availability of the books, Issue and Return dates on the Student Portal
Sports Room	
Sports Room - Department	<ul style="list-style-type: none"> The Sports Department is headed by a PTI who conducts several sport activities during an academic year.
Procedure	<ul style="list-style-type: none"> He invites quotation and after discussing with the Principal the order is placed.
Maintenance	<ul style="list-style-type: none"> The PTI sees to the maintenance and utilization of the sports equipment. Students are free to use the sports facility before and after college hours. Register is maintained for the same. For team events we have a sports Uniform provided by the College.
Classrooms, Conference Hall, Central Lawn, Playground, Music Room, Women's Room. Counselling Room, NSS Room, Fire extinguishers, Water tanks, Solar energy, Parking lot, Storage Rooms, Disposal of waste, IT Room, Garden & Trees	
Mechanism	<ul style="list-style-type: none"> The maintenance, cleaning and repair of all the rooms including sports room, library and Computer Labs, playground, are seen to by the Sr House Superintendent. For any repair work if required the faculty members may write a complaint in the 'Complaint management system' or just call, and it will be attended to. There is an in-house electrician who works under the guidance of the Sr House Superintendent. External agencies appointed on AMC basis for work related to: <ul style="list-style-type: none"> (i) Security (ii) Maintenance of Garden (iii) Cleanliness of Campus. (iv) Other repairs and maintenance such as the Air conditioners, Generator, Photocopier, Water Purifier etc.
Maintenance and Utilization	<ul style="list-style-type: none"> All the facilities are maintained by the House keeping Department and utilized by the students and faculty members.