

4.4.2 There are established system & procedures for maintaining and utilization physical academic and support facilities- laboratories, library, sports complex, computers, classrooms etc.

The institution has standard procedure for augmentation, up gradation, utilization and maintenance of the infrastructure for physical, academic and administrative facilities. Various committees give recommendation regarding purchase, repair and upkeep of infrastructure. *(By purchasing items from GEM Portal either by direct purchase or through bidding depending upon the cost of the item.)* The policy covers infrastructure and facilities in laboratory, library, sports complex, computers and classrooms. The policy focuses on procuring best services and products on comparatively low market rates.

Procedure for utilization:-

Requirements submitted and feedback from different stakeholders is taken into the consideration for procurement of the new and the maintenance of existing infrastructure.

Infrastructure:- M.R. GOVT COLLEGE FAZILKA has a well-established infrastructure and proactively keeps on improvising it in line with its academic growth. It has a large academic block, hosting big and spacious classrooms and laboratories. The construction, maintenance and repairing of physical infrastructure of the College is done by PWD Civil works, PWD Sanitation, PWD electricity, Govt of Punjab. Whenever a grant is received, the funds are transferred to PWD and infrastructure is developed and maintained accordingly. Routine repair work is done by utilizing funds in the college.

Laboratory:- Laboratories are well equipped with necessary experimental facilities and are upgraded annually with the addition of equipments and other related materials. SLA and JLA prepare record of stock, consumption and write

off the recurring and nonrecurring material under the supervision of concerned HOD's. To minimize the hazards and to provide a safe working environment, appropriate disposal of chemical, hazardous waste and electronic waste is done by laboratory personnel. Annual stock verification is done by the concerned committee.

Library:- To provide comprehensive resources and services of the research, teaching and learning needs of institution community, a well stocked two storied book space with a well-equipped and an extended reading lounge is established. There is facility of NLIST program under INFLIBNET to access all the reference material online. There is separate Braille Corner for visually-challenged students. The Library Committee, after assessing the need of books and other ICT tools in the library, arranges for its purchase and ensures its maintenance on regular basis.

Sports Complex:- A well maintained Basketball court, Hockey ground, Volleyball, khokho, kabaddi, Power lifting/Weightlifting platform and gymnasium is established for the Students who regularly use the sports facilities for recreation, physical development and preparing for Sport Competitions. There are provisions for providing sports equipment, kit and dresses to participant students and they are replenished regularly for ensuring best of the facility to students. Rules, recommendations and facilities for sportsperson are decided and implemented by HOD after discussion with principal. The requirements of equipment's for playground, gymnasium and sports are upgraded and maintained by utilizing sports funds especially maintained for this purpose.

Computers:- There is a rich infrastructure of computer labs and other ICT facilities in the college for providing its top-notch exposure to students as it is

the need of the hour. The Compulsory Computer Lab, Computer Science Department Lab, English Language Lab, Computer Labs in the Departments of Commerce and computer facilities in different teaching departments provide a rich availability of ICT facilities to students and staff. The purchase of hardware and up gradation of software is done on the basis of requirement by college administration, in coordination with HEIS Annual Quality Assurance Report of M.R GOVT COLLEGE FAZILKA committee.

Classrooms:- The airy and well-spaced classrooms are optimally utilized to provide healthy and hygienic study conditions to students. There is regular upkeep of classrooms for uninterrupted effective teaching. Classrooms are assigned in the time-table according to class strength by time-table In charge .Special emphasis is given on allotment of ICT enabled classrooms for regular use by all departments.

Other Facilities:- The college has well maintained lawns daily maintained by the care takers. The college has three Generators which are well maintained and AMC has been done annually for their maintenance from Kirloskar company. The college also has Water filters installed in the campus for providing bacteria free water to the students. The college has one Ramp for physically disabled students. The college also has different parks where students can relax and sit in the peaceful areas.