


4.4.2 PROCEDURE FOR MAINTENANCE OF FACILITIES

☎ 01237-237490



St. Joseph's Girls Degree College
Sardhana - 250 342 Meerut (U.P.)
Website : www.stjosephscollegesardhana.com e-mail : stjosephs1981@gmail.com
Established & Administered By The Congregation of Jesus & Mary
NAAC ACCREDITED - GRADE 'B'

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


The college has well established systems and procedures for maintenance and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, and classrooms etc.. The management is always supportive to provide qualitative higher education to rural masses. The Principal forms various committees for maintenance of infrastructure facilities in campus. Systems and procedures for maintaining and utilizing physical, academic and support facilities

Administrative office: The administrative office is the primary step in implementation of the mechanism for maintenance and utilization of facilities. Regular maintenance and care is taken by administrative office in consultation with the Principal. College maintains stock register of equipment, instruments etc.

The IQAC Cell and Purchase Committee: The Principal forms a purchase committee in the college. The IQAC prepares perspective development plan every year as per the requirement of the college. This plan is put forth in the meeting of Purchase Committee which is chaired by the Principal. In this meeting, the important decisions are taken in this regard and referred to the management. After getting approval from management, the purchase and maintenance expenses are utilized. Required material and equipment are purchased with the permission of Management. The requirements received from various departments such as library, office, staff and support services are analyzed and sorted as per their necessities and priorities. All requirements including purchase of equipment, instruments and their maintenance are discussed in IQAC meeting for the necessary approval. The team analyses the reports and reviews obtained from purchase committee. The management gives permission for these expenses.

Maintenance of Computer Lab: The college has a computer lab consists of 20 computers with internet connectivity. Maintenance and minor repairs of computers and other electronic instruments is done by hiring external agencies.

Maintenance of Library: The college Library has Advisory Committee to monitor the smooth and effective functioning of all the services provided. The Advisory Committee makes suggestions regarding the extension of the library, purchasing of various important books such as the reference books, the text books, and some other important books, journals and periodicals etc. and it also



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takes decision about library fees, book collection late fees, deposits, weeding out policies of the unwanted books etc. Library is fully automated; bar code system is adopted. It also uses the system of catalogue (OPAC) and soul software. Library is the member of N-List (INFLINET) which provides open access for students and staffs. Staff takes the precaution of preservation of library books by periodic pest control. The library has a good collection of text books, reference books, rare books, etc. library maintains question banks, newspaper cutting files etc. for the students. Fire Extinguisher is made available in the library for safety and security of the library.

Maintenance of Sports: The college provides sports facilities and maintains it. The principal forms Sports Committee. The committee makes suggestions about maintenance and utilizing ground. The ground is available for various outdoor games. The ground is maintained with the help of players and students. Minor repairs of all equipment and instruments are done by the Sports teacher. Excluding our students, stakeholders are also allowed to use this facility with permission of the Principal.

Maintenance of Computers: Maintenance and minor repairs of computers and other electronic instruments are done by hiring external agency.

Maintenance of Classrooms: The college has many classrooms and a hall. Three classrooms are ICT enabled with smart boards. Classrooms are kept clean. Broken desks are repaired or damaged desks are replaced by new ones. Classrooms are used for curricular and co-curricular activities. Overall maintenance such as electric equipment and repairs, water cooler etc. of the college is done as per the suggestions of the respective committee and support staff. The college open stage and auditorium are provided for the cultural programmes and activities.




Principal
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Sardhana (Meerut)



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PURCHASE COMMITTEE 2023-24

Chair person : Principal (Dr. Sr. Christina Louis)

Coordinator : Dr. Sushma Rani

Members : Teaching staff :

Mr. Rajendra Singh , Dr. Kavita, Dr. Rahat Parveen , Mrs. Neetu

Non teaching staff: Mrs. Ranjana , Mr. Rohan welter, Mrs. Julie Shah

Meetings : Twice a year

Functions :

- To take indents from the departments/committees/ faculties etc. against requirement
- To maintain credibility and transparency in all transaction
- To supervise all the purchases made in the campus
- To frame necessary guidelines to exercise its powers judiciously
- To submit the report on the purchases made yearly to the academic coordinator

College Building



College Canteen



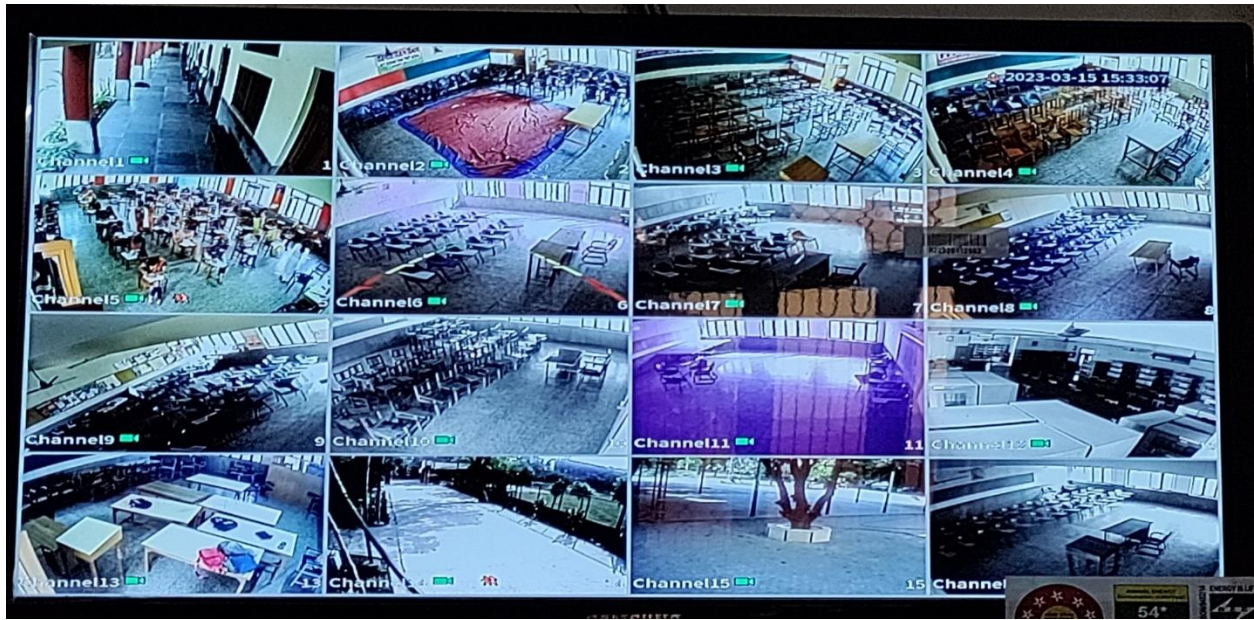
Class rooms





CCTV Camera





Fire safety system





Car Parking





Ramp



Play Ground



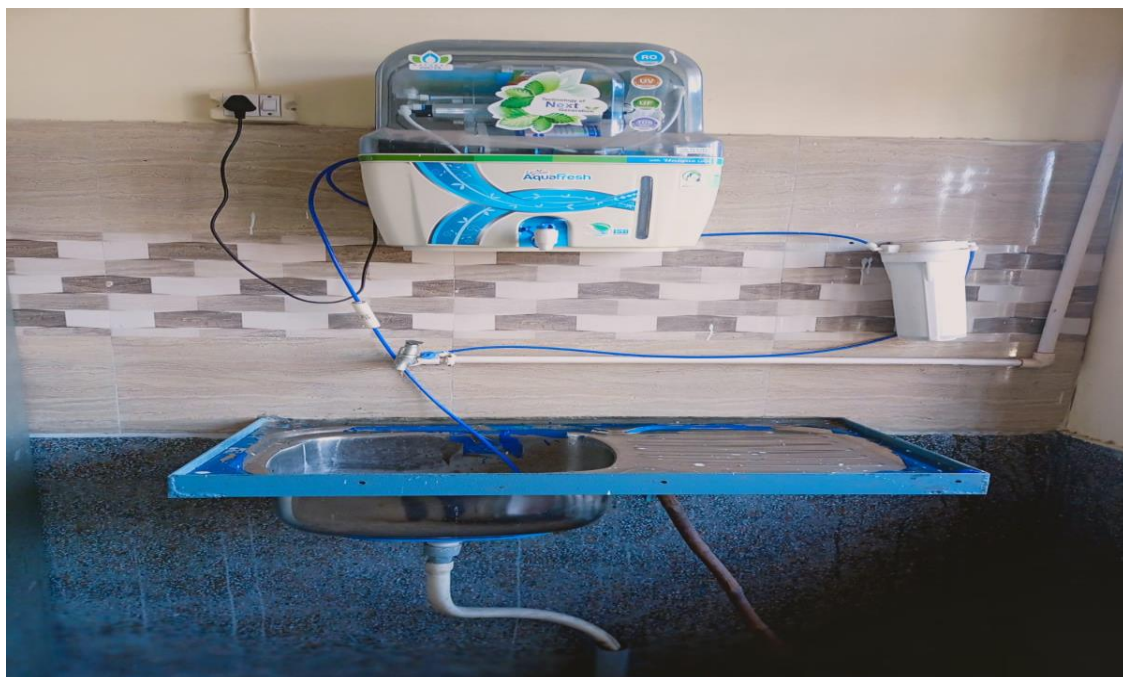
College Stage



Library



Water facility



Solar system



Computer Lab

