



VAISH COLLEGE, BHIWANI

(Affiliated to C.B.L.U., Bhiwani)

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Procedures and policies for maintaining and utilizing physical, academic and Support facilities

Vaish College, Bhiwani, maintains its physical and academic support facilities through a well-structured and decentralized mechanism. The college has established clear policies and procedures for the upkeep of infrastructure, including laboratories, libraries, sports facilities, computer labs, and classrooms. The Principal, in collaboration with the Management, allocates funds for maintaining and renovating the college's infrastructure, which encompasses labs, libraries, sports facilities, computer classrooms, buildings, and electrical equipment. When there is a need for new acquisitions, the Head of the Department (HOD) submits a proposal, which undergoes authorization by the Principal and various committees working in conjunction with the IQAC to ensure efficient facility maintenance and utilization. Once approved, the required materials are procured, and meticulous stock registers are maintained. Annual stock verification is conducted for books, laboratory equipment, sports gear, furniture, machinery, IT equipment, and other items. These committees operate independently in their assigned tasks, all with the overarching goal of facilitating the holistic development of the students in every college activity.

Maintenance of Academic infrastructure:

- The HOD (Head of Department) allocates IT resources and finances to the Academic Council and IQAC. IQAC forwards requests to the Principal, who then directs the issues to the Administrator/Governing Body, Finance Committee, Tender Committee, or another relevant body.
- Outsourcing is utilized for maintaining and repairing IT infrastructure, including computers, printers, as well as internet services such as Wi-Fi and broadband. Regular inspections are conducted for firefighting equipment. The Computer Repairing and Maintenance Committee is responsible for enhancing and maintaining the IT infrastructure.
- Modernizing the Computer Lab: The modernization of the computer lab involves upgrading hardware and software, ensuring high-speed internet access, and providing a comfortable working environment. A well-equipped computer lab fosters technological literacy and equips students with the skills needed in a competitive job market.
- The library boasts an extensive collection of thousands of books, ensuring students have an environment to realize their full potential. Purchasing decisions for new books are made by the Library Committee, guided by budget allocations, and book demand is initiated by Department Heads. The Library Committee convenes to make vital decisions regarding book, newspaper, and magazine acquisitions.

- The college adheres to a purchasing policy and issues bulk purchase tenders. Depending on requirements, necessary commodities are occasionally sourced from local vendors. A comprehensive stock register is meticulously maintained after the acquisition.
- Following the completion of a plan, the Institution allocates funding for National/International Level seminars and workshops.
- An annual budget allocation was sanctioned for non-lab and lab departments to cover departmental purchases and maintenance expenses based upon their specific demands.
- Renovation of Library: The renovation of the college library is a vital step in enhancing the overall educational experience for students. This project involves creating a modern and comfortable space for studying, research, and access to resources. The renovation will include ergonomic furniture, updated technology, improved lighting, and an aesthetically pleasing ambiance. A well-organized and inviting library is essential for academic success, as it fosters a conducive environment for focused learning and intellectual growth.
- Iron Racks for the Library: To support the renovated library, the purchase of iron racks is essential for efficiently organizing and displaying books and other resources. Proper shelving and organization of materials make it easier for students and staff to access the information they need, fostering a conducive learning environment.

Maintenance of Physical Facilities

- The College boasts a sufficient number of spacious, well-lit classrooms well furnished with desks. It comprises four primary teaching blocks, supplemented by broadband labs and a seminar hall.
- Teachers undergo training to maximize the utilization of ICT facilities. The Sports Committee diligently maintains the playing field and sports equipment. The Mini-Gym is under the supervision of dedicated staff and the GYM Committee, operating from 7 a.m. to 10 a.m. on weekdays.
- A committee oversees food quality and maintenance in the canteen. Upgrading the Canteen: The canteen is not just a place for students to have meals but also a social hub for interaction and relaxation. Improving the canteen facilities includes upgrading kitchen equipment, enhancing the seating area, and diversifying the menu to accommodate various dietary preferences.
- Complaint registers are available in the store for both students and faculty to document and promptly resolve any grievances.
- Maintenance tasks are handled both in-house by competent personnel and through outsourcing to suitable organizations. College employees are assigned responsibilities for managing cleanliness, hygiene, sanitation, water supply, energy, security, and stationery, with regular updates provided to the Principal. Periodic purchases of furniture and equipment align with organizational needs. The College employs full-time professionals such as plumbers, electricians, sweepers, and gardeners to maintain the premises.
- Equipment and chemical supplies undergo routine testing, with lab attendants supervised by department H.O.Ds to ensure optimal utilization and upkeep of labs. Each lab maintains a stock register, managed by a lab assistant. Instrument procurement aligns with teacher-specified requirements, following approval and budget considerations.

- Campus security is maintained through CCTV cameras, overseen by a dedicated committee appointed by the college.
- Office supervisors play a vital role in administrative work and office maintenance.
- The college features a yoga center, fitness center, basketball court, and sports grounds, all overseen by trained sports staff. The Psychology department promptly addresses students' psychological concerns and offers necessary counseling.
- Amid the Covid-19 lockdown, colleges have taken measures to ensure uninterrupted education. Initially, all courses were canceled, severely impacting the annual academic calendar. However, the college organized workshops for teachers to optimize ICT resources for students. It swiftly transitioned to virtual classes, online homework submissions, and teacher-student interactions. Online classes, tests, and admissions have also been made available.
- A college committee is responsible for maintaining a suggestion box regularly to address student welfare concerns.
- Renovating the Principal's Office: The principal's office is the administrative heart of the college. Renovating this space ensures efficient management and communication between faculty, staff, and students. Improvements may include better furniture, communication equipment, and an aesthetically pleasing office design. A well-organized and modern principal's office enhances administrative effectiveness and sets a positive tone for the entire Institution.
- Enhancing Departmental Facilities: Various departments within the college should receive upgrades tailored to their specific needs. This may involve providing updated laboratory equipment, specialized resources, and creating collaborative spaces for faculty and students. Departmental improvements help to elevate the quality of education and research within each field of study, attracting both talented students and faculty.
- Girls' Common Room: A dedicated common room for female students is essential for promoting inclusivity and providing a safe and comfortable space for relaxation and study. Furnishing the girls' common room with comfortable seating arrangement, study resources, and recreational activities creates a supportive and empowering environment for female students, fostering their overall development.
- Purchase of RCC Benches: The purchase of RCC (Reinforced Concrete Cement) benches for the college campus adds value in terms of outdoor seating options. These benches not only provide functional seating but also contribute to the aesthetics of the college. They offer students and staff a place to sit and interact outdoors, enhancing the overall ambiance of the campus.
- Formation of a Cycle Stand: Promoting eco-friendly transportation options like cycling is a positive step for both the environment and the health of students and staff. A well-established cycle stand encourages sustainable commuting and reduces the carbon footprint of the college. It also promotes a healthy lifestyle among the college community.
- Installation of a 45KV Solar Plant: The installation of a 45KV solar plant is a sustainable initiative that reduces the college's reliance on conventional energy sources. Solar power not only reduces electricity costs but also lowers the college's carbon footprint, contributing to environmental conservation. It sets an example for students and the community regarding the importance of renewable energy sources and environmental responsibility.