

Kasturi Ram College of Higher Education, Narela, Delhi

Policies & Procedures for maintaining & utilizing Physical, academic and support facilities in the college

The college ensures optimal allocation and utilization of the available physical, academic and support facilities by holding regular meetings of various committees constituted for this purpose and using the funds of the college as per the requirements.

Computers- There are two Computer Laboratories in the college. Computer maintenance through AMC is done regularly and non-repairable systems are disposed off. Record of maintenance account is maintained by lab technicians and supervised by HODs/ Programme Coordinators of the concerned departments. Other measures to maintain laboratories are as follows: The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related vendor through AMCs. Record of maintenance is maintained by lab technicians and supervised by HODs/Programme Coordinators of the concerned departments. There is systematic disposal of waste of all types such as bio-degradable and e-waste.

Library- The requirement and list of books is taken from the concerned departments through the suggestions of faculty members, students & HoDs/ Programme Coordinators. The finalized list of required books is duly approved and signed by the Director. Every year in the beginning of session, students are motivated to register themselves in library to use DELNET. During 2018-19 session the number of DELNET users was 185. The Library has special facility for visually challenged students by having Braille material. Suggestion box is installed outside the Library to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

Sports: Regarding the maintenance of the Sports material, a register is maintained for keeping the record. The Sports Committee looks after the maintenance of Sports Material & organization of Sports Meets. During year 2018-19 the students of our college won Awards on National Level and participated at International Levels in Badminton. College students also won prizes in Chess, Basket Ball, Table Tennis, 100 mts race etc. in College & Univ. level sports.

Classrooms-The college has a House keeping committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs/Programme Coordinators submit their requirements to the Director regarding classroom furniture and other. The requisitions are then forwarded to the Purchase Committee for further processing. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments. With the help of the sweepers cleanliness of class rooms is maintained. A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame. There are technicians, masons, plumbers, carpenters deputed by management who ensure maintenance of classrooms and related infrastructure. The college has installed Solar System & Rain Harvesting System for making the campus eco- friendly.