



# Tika Ram Girls College

Affiliated to MDU, Rohtak  
Mission Road, Sonapat

**Dr. Monika Verma**  
Principal

## Policy for Maintenance of Infrastructure and Learning Resources

Tika Ram Girls College, Sonapat is committed to providing the best infrastructure in Teaching classes (well ventilated with fresh air and proper sunlight), laboratories (well equipped), library, sports, and computers (in sufficient numbers, etc. to the students. The College ensures that the infrastructure meets and fulfills the requirements of teaching-learning and other processes as specified by statutory bodies and updated from time to time both in terms of quality and quantity. The campus of the college is very well maintained with two-storied buildings and a neat, clean & spacious environment. The campus has adequate greenery which makes it pollution free.

### Objective:

1. To ensure state of the art infrastructure for curricular, co-curricular, extra-curricular and administrative needs of the college.
2. To guarantee stakeholders the benefits of optimal utilization of the infrastructural facilities.
3. To coordinate between the allocation and utilization of Resources like Classrooms, Seminar halls, Conference halls, Auditorium, Library, Laboratories, and Sports complex.
4. To avert mismanagement and misconduct of college amenities and services.

### Scope of the Policy:

The development and maintenance of a well-developed infrastructure is critical for the consistent growth of any Higher Education Institution (HEI). Infrastructure policy of the college aims to meet both current and future infrastructure demands of the college. The policy has both physical and virtual assets in its purview and it aims to promote the development of Infrastructure by adhering to the Vision and Mission of the college.

### General Infrastructure

1. The new infrastructure requirement, raised by various stakeholders, shall be discussed at various levels of authority, such as College Management, Advisory Committee and IQAC Cell. Once approved, it will execute through the office of the Principal/bursar.
2. The departmental requests for new purchases duly signed by the Head have to be submitted to the College Purchase Committee for endorsement.
3. Every department has to keep a stock register and complaint register of the departmental infrastructure facilities and an annual stock verification has to be done.

### Class Rooms, Seminar/conference Hall and Auditorium

1. The Management has assigned an office staff with the responsibility of the classrooms, furniture and other materials and to ensure safety and security of the entire campus.

2. Time Table Committee schedules the class rooms. On the basis of workload requirement of classrooms is decided and conveyed to the time table committee.
3. Disabled students are assigned the classroom on ground floor which is easily accessible.
4. The computer labs are used by all the departments to conduct guest lectures to fill online admission form etc.
5. The Department Heads have to carry out a periodic inspection of the academic facilities to assess the repair and maintenance requirements of their respective Departments.
6. The cleaning of the campus is done by the house keeping staffs, appointed by the management.
7. The utilization of the campus for campus drives, and State competitive exams such as HTET, HCS, CET Cooperative examinations and during holidays and weekends will be decided by the Principal, Bursar.
8. Restricted use of the College infrastructural facilities is allowed for the outsiders on rental basis without disturbing the academic activities.

#### IT Infrastructure

1. IT Infrastructure facilities are open to all the staffs and students.
2. A stock register and a complaint register have to be kept in the Computer Labs and have to be regularly inspected by the Head.
3. The technical Assistant will be in charge of the maintenance and repair of the internet and Wi-Fi facility for the entire campus.
4. CCTV Cameras, LEDs, Computers, and Projectors are maintained by Supervisor.
5. The College website is maintained regularly by website provider.

#### Laboratories

1. The laboratory assistants take care of the laboratories. Maintenance works, when needed, are to be reported to the office by the Head of the Department.
2. Students are not permitted to remain in the laboratory without the supervision of a laboratory staff and should be prepared by the department.
3. All injuries, accidents, spills, and breakages should be reported to laboratory personnel as soon as possible.
4. All faculty, students, staff and visiting scholars shall adhere to a standard laboratory dress.

#### Sports Infrastructure

1. The proper utilization and maintenance of the Sports Infrastructure is the responsibility of the Head of the Physical Education Department.
2. A Stock Register of the Sports materials has to be kept in the department and an annual stock verification has to be performed.
3. The Ground Marker has to take care of the maintenance of the play Ground and supply of the play kits.

#### Library

1. The policy for the utilization, maintenance and augmentation of the library facilities has to be framed by the Library Advisory Committee.
2. The librarian has to ensure the implementation of the library policy. The requirement of the infrastructure augmentation and maintenance shall be intimated to the Principal in written by the librarian.
3. The librarian has to confirm the entry of the new books to the stock register.

#### Hostel Infrastructure

1. Hostel Committee consisting of the Principal, Warden and Bursar.
2. The Hostel warden has to be vigilant in maintaining the discipline of the hostel.
3. The periodic repair of the hostel infrastructure is to be carried out by the Warden.
4. An admission register, Complaint book and movement register have to be kept in the hostel office and entries to be reviewed.

Principal  
Tika Ram Girls College  
Sonapat

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