



# KISAN P.G. COLLEGE, BAHRAICH (U.P.) 271801

(Affiliated to Dr. Ram Manohar Lohia Avadh University, Ayodhya.)  
NAAC Accredited "A" Grade

Ref.....

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## The protocols and guidelines for upkeep and utilization of the physical academic and support facilities, such as the lab, library, sports complex, computer labs, and classrooms.

**Library:** • The Library uses books in accordance with specified guidelines. At the library's entrance, entry registers are kept for both staff and students. To use the resources offered at the library, each person entering must sign the register. A well-thought-out process is adhered to while buying books, journals, etc. Faculty members use the Principal to submit requests for books to be purchased. Requisitions with positive principal remarks are processed further to enable book purchases. The library is open to both staff and students, and they can use OPAC to check the availability of volumes. After gathering their information, each student receives a single Library Card at the start of their first year. Students receive books on their library cards. Every semester, all students are required to return their books to the library. Similarly, teachers are permitted to take books as long as they record them in their teacher's register. When they are done reading and someone leaves the building, whether it is a student or not, they also return the books.

Sui generic technology software facilitates the seamless administration and integration of all library book issue and return processes. • There is CCTV monitoring in place in the Reading Hall. The only users of this are the employees and students.

**Policies for Computer Maintenance:** • The college uses a decentralized purchasing approach for the acquisition of computers and peripherals; the purchase coordinator and laboratory in-charges are authorized to plan the expansion of laboratories and obtain the equipment accordingly as per the necessity. The person designated to oversee the purchasing process is known as the Centralized purchasing-in Charge. He gathers departmental laboratory requirements for computers and peripherals In-charges.

The buy in-charge compiles department-specific requirements and then creates an overall requirement for the institution. This is then given to the director and principal for official approval and budgetary preparations. • Upon approval, the buy in-charge contacts several vendors and suppliers to request quotes. In order to choose quotes, a detailed comparison statement is created and vendors are contacted for discussion and negotiation. • The institute's directors, the principal, and the purchase committee member in charge attend the vendor/supplier negotiation meetings.

After the conversation and on the basis of negotiated prices offered by vendors along with terms and conditions. The buying committee selects the vendor based on the lowest quoted pricing, and an appropriate purchase order is issued. The institute is a staunch supporter of participatory management. The following academic support facilities are available at the institution: LCD projector-equipped classrooms, computer labs, conference rooms, an auditorium (a shared space), and a play area.

For the upkeep and use of the institute's physical academic and support facilities—such as the lab, sports complex, computer lab, classroom, etc.—there are defined protocols and procedures in place. Daily and sporadic upkeep of the physical, academic, and support facilities is handled by the corresponding departments with internal staff assistance. Every In charge of department is given a different amount of money to maintain the college labs and classrooms. There is a lab assistant, a lab teacher who oversees the lab, and the person in charge of the lab is in charge of updating and maintaining it. Every day, the laboratories and classrooms were maintained and cleaned by regular cleaning personnel. The gardener employed by the institute looks after the college garden.

  
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Director of sports at the institute takes after the sports facilities and the activities. Additionally, the computers at the library have LAN access and are pre-installed with library software. The central library will be maintained by an assigned librarian and support staff. Every floor of the institution has Wi-Fi capabilities, and students have access to computer facilities. Computer maintenance is handled by a group of team technicians. Students have access to computers with the necessary licensed software installed. College computers come have servers such as Linux, Windows, web servers, databases, and so forth. The associated service provider's AMC is responsible for maintaining the ICT Smart Class Rooms and associated systems. Maintenance pertaining to plumbing and electricity is carried out by experienced individuals selected by the institute, and the costs are covered by an annual budget that is authorized by the relevant authorities.

As far as sports complex at our college is concerned, Sports Committee oversees its maintenance. It develops plans, conducts inspections, and ensures grounds, equipment, and facilities are in top shape. Staff training, budget management, and community engagement are key. By fostering a proactive approach and open communication, it contributes to a positive and well-kept environment for athletes and the college community.

  
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