



**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

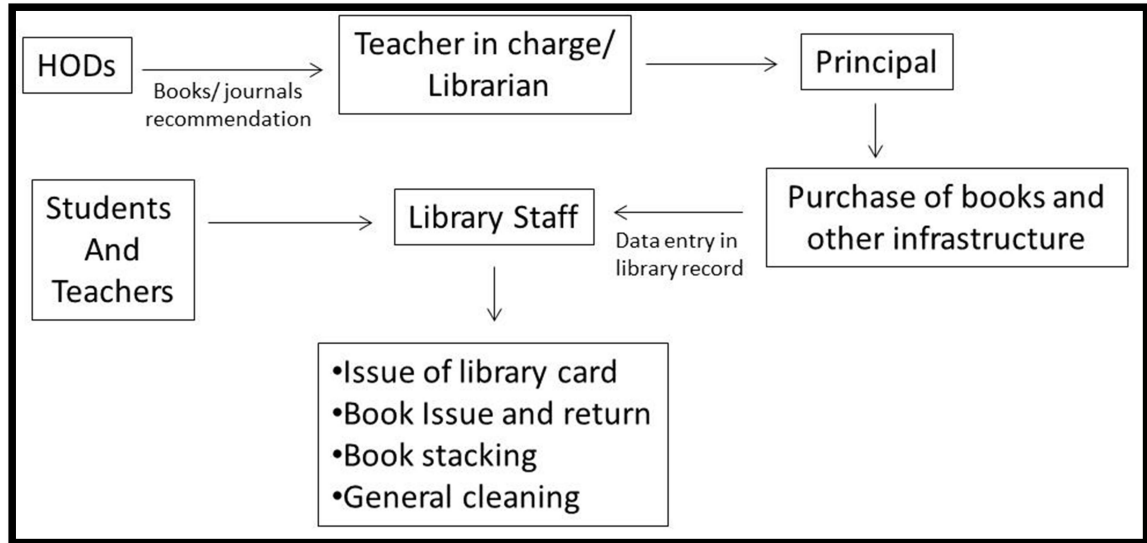
Shri Varshney College is operated on the principles of autonomy, decentralization of authority and academic freedom. The same principles are carried over in the maintenance and utilization of physical, academic and support facilities.

The procedures for each of the following is briefly described below

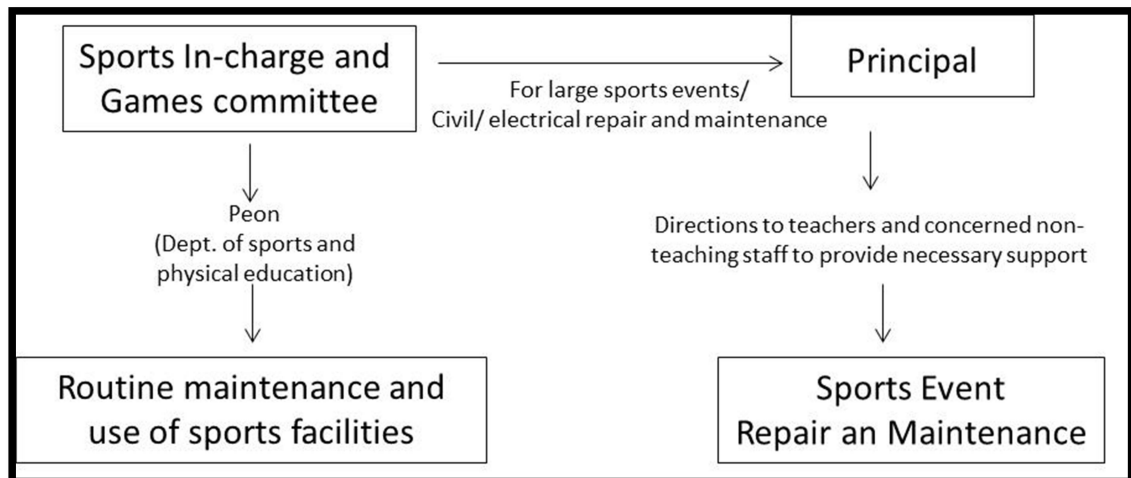
- 1. Laboratories** – The heads of the department (HOD) are responsible for maintaining and utilizing the laboratories of their departments in collaboration with their departmental colleagues.
- 2. HOD** – Overall in-charge of the laboratories facilities. Ø Departmental teachers –In-charge of a part of the laboratory e.g., Post graduate lab, chemicals, glassware, museum, etc.
- 3. Lab Assistant** – Prepares chemicals, apparatuses, requirements for next year, and helps in smooth conduction of practical classes. Ø Lab Boy – responsible for operation of the lab, cleaning of apparatus and glassware, preparing the lab for the classes and examination under the overall direction of the lab assistant and concerned teacher.
- 4. Library** – The college has one central library, dedicated libraries in faculty of law and education and several departmental libraries. Ø Central library – Assistant professor library is designated as library in-charge. The operations of the library are maintained by the assistant professor library and supporting staff. Heads of departments recommend books and journals for the respective subject for purchase/subscription in the library. Assistant professor library call for quotations and enter the books in the record of the library. Activities such as Computerization of the library for which the college does not have the requisite expertise are outsourced. Libraries of department of Law and education – The relevant books are transferred from the central library to the libraries in the aforementioned departments. Library staff is deputed to operate these libraries under the overall guidance of the respective HOD. Ø Departmental Libraries - these are operated by the teachers of the department under the overall guidance of the HOD.
- 5. Sports facilities** – The college has a department of Sports and physical education. The HOD of the department is also the in-charge of the sports facilities of the institution. He is supported by a full time peon and by the electrician, gardener, other non-teaching staff of the college and teachers as and when necessary. 4. Computers – The head of the department of computer science is the nodal person for maintaining and up-gradation of the computer infrastructure in the institution. He oversees the maintenance and operation of computer labs, browsing center, central digital classroom facility besides recommending suitable configurations to HODs who want

to purchase computers for their departments. He is also the nodal person for repair and maintenance of computers in the institution. 5. Classrooms – Classrooms have boards, furniture, light fixtures and fans. Any deficiency in the same is communicated by teachers to the principle who directs the concerned person to do the needful.

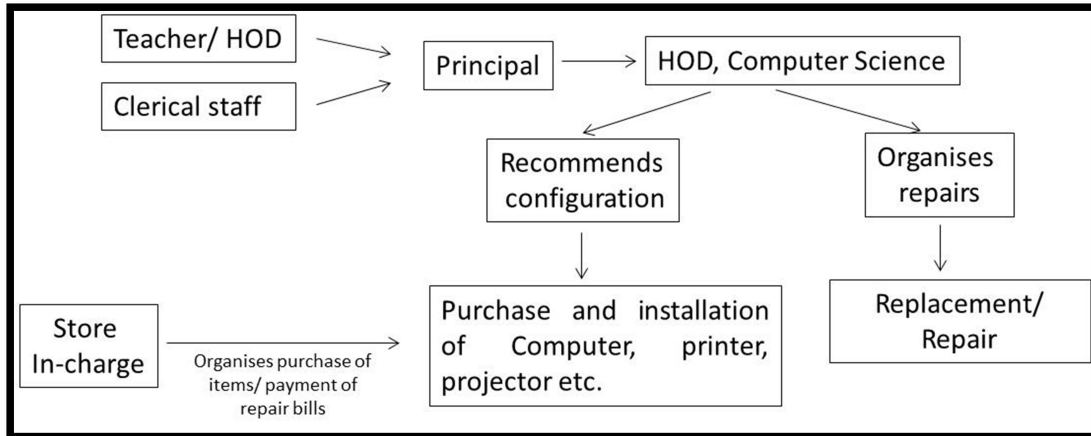
**Flow charts indicating systems and procedures for maintaining and utilizing physical, academic and support facilities**



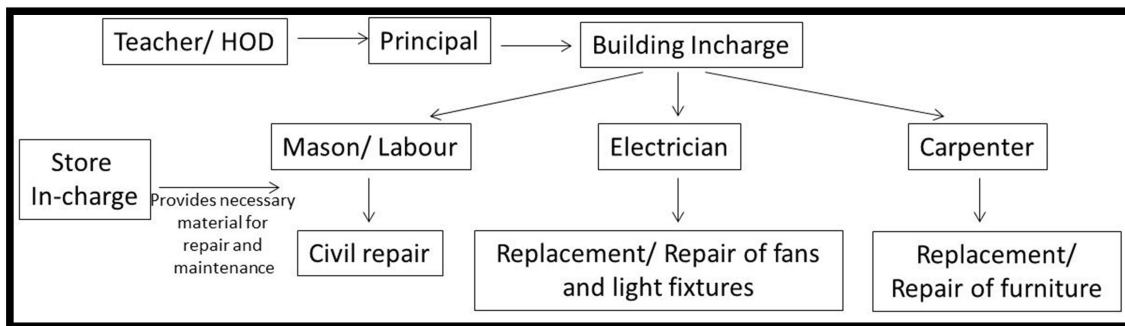
**Flow Chart for library operation and maintenance**



**Flow chart for conducting sports activities and repair and maintenance of sports facilities**



**Flow chart for purchase, repair and maintenance of IT infrastructure**



**Flow chart for repair and maintenance of building and other infrastructure in the institution**

---