

4.4.2 Utilization of Physical, Academic and Support Facilities

The institute is spread over 3440 sqmt., parking area of 1888 sqft. with a beautifully landscaped campus offering charming ambience easy accessible facilities.

Hostel Facility:- "A home away from the home" provides a healthy environment for mental and physical growth of its inmates. Well furnished rooms with a gymnasium, wellness Centre and recreation hall are the prized possessions being utilized by the students anytime.

Library Facility:- The elegant library resource Centre consists of Digital Library, a Reading Hall, a journal/periodical section, a Reference section and NLIST facility. The college library is partially automated and is equipped with five computers connected with wireless network, which are open for usage of students as per their convenience, Paid Photocopy facility has also been provided in the library.

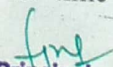
Wi-Fi Campus:- High speed internet connectivity is provided throughout the campus and the hostel.

E-Surveillance:- Whole campus is under surveillance camera system with more than 42 high definition CCTV cameras.

Other infrastructural facilities:- The campus offers ultra-modern laboratories, IT infrastructure, Teaching facilities, a medical room with one visiting doctor and one faculty member doctor in B.Voc. (HAM) Department, who has been residing in hostel is available round the clock.

Maintenance of Physical, Academic and support facilities

- Caretaker is appointed for taking care of maintenance of physical and support facilities within the campus.
- Laboratory Attendants take care of the equipment and maintain log books/records of usage of major equipment's and the facilities in their respective laboratories.
- Repair and maintenance of the physical assets undertaken at the end of each academic session.
- Submission of budgetary requirements for next academic session to the Principal at the end of session by HOD's.
- Procedure for purchase of equipment's/chemicals:
 - Formulation of purchase committee by Principal for the academic session.
 - Calling of quotations by the committee from dealers.
 - Opening of sealed quotations by Principal in presence of HOD and member of purchase committee.
 - Comparative statement of Quotations.
 - Issuing of Purchase order to dealer/vendor quoting minimum rates as per the specifications and terms.
 - Compliance by the Compliance committee after the delivery of items/articles.
 - Stock Register Entry.
 - Submission of bills to A/C dept. for clearance and payment.
- AMC of high-end equipment is done annually for this maintenance from authorized dealers or corresponding service providers.
- Maintenance of UPS, Servers and generators is through proper technicians.
- Maintenance of basic amenities in campus, by competent plumbers, electricians hired around the clock and extension counters by respective service providers.
- Canteen committee check the quality of items available in the canteen time to time and if any discrepancy is found immediately action is taken.


Principal
S.D.College for Women
Moga