

PUNJAB COLLEGE OF EDUCATION

Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities

Punjab College of Education has proper system and procedures for infrastructure maintenance and utilization. The college have adequate infrastructure and facilities to ensure the quality education. The infrastructure policy of the college ensures its quality, up-gradation & maintenance from time to time by regular upkeep and cleaning of the equipments. To keep the whole campus including office, laboratories, library, canteen etc. clean and hygienic, separate staff has been engaged. The upkeep of computers, LAN, internet, Wi-Fi, and other ICT facilities is a regular feature of the College. The College has qualified regular staff for the maintenance of electrical work, civil work, etc. To meet power break down and to provide adjustable power base, Gen sets have been installed.

A brief description of system and procedure for maintaining and utilization of physical, academic and support facilities is described below:

1. **Laboratories (All Labs & Computer centre):** Each laboratory has one teacher as lab incharge, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipments from time to time to cope with change in the syllabus. Stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipments etc. Every laboratory incharge keeps the record of utilization of lab equipments and other materials of the lab.
2. **Library:** Librarian with supporting staff has been appointed to maintain central library. They focus on the availability and utilization of instructional material in teaching and learning process. At the end of each Academic year stock verification is done. Librarian prepare the report of the same and utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee at beginning of each session by inviting the requirement of books from various departments. This is then followed by the procurement procedure.
3. **Sports complex/ play ground/equipments:** Physical instructor of the institute looks after the sports facilities and sports activities. Every year annual athletic meet is organized in the college campus, which have different athletic events as well recreational events. Sport instructor is responsible for keeping the record of utilization of sport Facilities, activities held, and awards for the students etc.
4. **Class Rooms:** Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of each department. The class rooms are cleaned on daily basis and monitored by campus cleanliness committee. Class teachers also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms.
5. **IT facilities:** All departments in the institute are having PCs, essential software and peripherals. The laboratory technicians and system administrator maintain the IT facilities in the institute. In case of major issues of maintenance, technicians are hired for maintenance of IT facilities.
6. **Electrical and water facilities:** The college have employed technicians (electrician and plumber) for up keeping and maintenance of electrical and drinking water facility.
7. **Maintenance of Campus/ Lawn and Garden:** Institute has appointed housekeeping staff to maintain the college campus. Gardeners are employed to maintain the cleanliness and beautification of college gardens and lawns.
8. **CCTV, Security etc:** To maintain internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, EPBX system, air conditioners are maintained with the help of external agencies. Security staff under a security supervisor is employed to safe guard the whole campus.