

VALLABH GOVT. COLLEGE MANDI



Guidelines and Regulations for Academic and Support Facilities

Vallabh Govt. College Mandi has established protocols and regulations governing the management of its academic and auxiliary amenities, encompassing laboratories, libraries, sports facilities, computer labs, and classrooms.

Laboratory Maintenance: The acquisition of chemicals and scientific apparatus for departmental use is coordinated by the Principal and the Purchase Committee. Oversight of lab upkeep is delegated to Senior and Junior Lecture Assistants, with endorsement from department heads. Maintenance logs are monitored by department heads.

Library Maintenance: Books are procured by the library committee and administrative staff following departmental recommendations. Contributions are welcomed, and input is solicited through suggestion boxes. Clearance of outstanding dues is obligatory prior to exams.

Sports Facilities Maintenance: The purchase committee under the guidance of sports advisory, acquires sports equipment based on the recommendations of sports department. Initiatives are undertaken to boost student involvement in sports, with amenities like a gymnasium provided. Records are annually reviewed and verified. Sports dresses and shoes are permanently issued to the sports persons on 50% rates.

Computers and IT Facilities Maintenance: IT resources are sourced and managed by the computer science department or qualified personnel, in

accordance with recommendations. Updates and enhancements are executed as necessary, overseen by an ICT cell responsible for maintenance and record-keeping.

Classroom Facilities: Routine cleanliness and maintenance of classrooms are ensured by support staff. Adequate furnishings and equipment are supplied, with periodic assessments and procurement conducted as needed.

Purchase and Development Committee: Procurement decisions are made subsequent to approval from the Principal, encompassing installations such as classroom projectors.

Internal Quality Assurance Committee: Various committees, including IQAC, Peer Cell, UGC Cell, and RUSA Cell, uphold quality benchmarks across the institution.

Student Support and Welfare: Diverse sub-committees, chaired by the principal or designated faculty members, attend to student needs. Canteen operations prioritize hygiene, while important communications and forms are regularly updated on the institutional website.

Furthermore:

- ✓ Lab staff maintains inventory records and conduct yearly audits.
- ✓ Oversight of computer lab equipment maintenance is undertaken by faculty members.
- ✓ Campus upkeep, encompassing cleaning, landscaping, and pest control, is managed internally.
- ✓ IT infrastructure maintenance, including software updates, is outsourced.
- ✓ Maintenance of furniture, electrical systems, and plumbing is maintained through annual maintenance contract.
- ✓ Updates regarding significant announcements and forms are periodically uploaded to the institutional website.


Principal