

FATEH CHAND COLLEGE FOR WOMEN, HISAR



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PROCEDURES AND POLICIES

For Maintenance and Utilisation of Infrastructure.

Departmental Policies and procedures for Maintenance & Utilization
of Infrastructure of :

Departmental Policies and procedures for Maintenance & Utilization of Infrastructure of :

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DEPARTMENT OF BIOTECHNOLOGY

Policies and Procedures for Utilization and Maintenance of Biotechnology Laboratory

The care and maintenance of laboratory equipments is an integral part of quality assurance in the labs. Well-maintained lab equipment ensures that experimental observations and inferences are consistent and reliable, which in turn impact the productivity and integrity of the outcome produced. Furthermore, since laboratory equipment generally demands a significant amount of the budget, good maintenance contributes to cost-cutting measures, by lowering the chances of premature repurchases and replacement. In addition, routine maintenance ensures that lab equipment is safe for use through highlighting and repair of faulty equipment and equipment parts.

INTRODUCTION:

Biotechnology laboratories are equipped with different grades of chemical supplies and equipment that may pose a hazard if used carelessly, therefore, to avoid any mishappening it is extremely important to learn the handling and maintenance procedures before initiating the experimentation protocol.

The Department of Biotechnology is engaged in teaching the subject of biotechnology to the students at under graduate level (B.Sc. Three-year degree course) and at post graduate level (M.Sc. two-year degree course). Laboratories and classrooms are equipped with modern instruments and teaching aids, We have two laboratories .

It is advisable to the students to follow mandatory guidelines while working in the labs. Lab notebooks should be maintained and graded in the lab, The Bridge lecture prior to the practical work should provide background and relevant information about the solutions, preparation, procedure and related techniques along With necessary precautions need to be followed.

Laboratory Rules and Precautions:


All the students in a laboratory must have an orientation before starting the work. The new student should be given instructions as to how to operate major equipment including microscope, weighing balance and pH meter etc. The orientation should also include potentials for fire, broken glasses, spill of chemicals, cuts with sharp tools like scalpel, blades, etc. handling hazardous chemicals, UV, disposal of wastes like contaminated media and cleaning up of spills.

Sr. No	Name of the Instrument
1	Deep freezer
2	Chromatography Chamber
3	Olympus microscopes
4	Refrigerator
5	Gel Electrophoresis
6	Gel Electrophoresis Power supply
7	Distillation apparatus
8	Oven (36x24x24)
9	Centrifuge Machine (4x15ml)
10	Water Bath (6 holes)
11	Magnetic Stirrer Hot plate
12	Vortex Shaker
13	Microwave Oven
14	Laminar Air Flow
15	BOD incubator
16	Autoclave
17	Electronic balance
18	UV Tran illuminator
19	Magnetic Stirrer Hot plate
20	Vortex Shaker
21	Cooling Centrifuge
22	Haemocytometer
23	Hot plate

Instruments and Appliances:

Instrumentation for Maintenance of Records & Data Outcomes:

We have one computers, and LAN system in department. Students are allowed to use internet facility and work on computers any time for their project works & Bioinformatics practicals,


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DEPARTMENT OF BOTANY

Procedures and Policies for Maintenance & Utilisation of Botany Laboratories

Department of Botany has two well equipped laboratories with enriched collection of different plants of various species including algae, fungi etc. There is one store room. We have laboratory staff for taking care of laboratories and timely maintenance of equipments. Through our B.Sc programme, we envision to prepare students for future by imparting quality education of the basic, applied and advanced aspects in plant sciences.

Lab Usage

- Students are oriented and re-oriented about lab rules and safety precautions during the start of each semester and in their first lab classes.
- Instructions regarding handling hazardous chemicals, disposal of wastes, cleaning up of spills and operation of instruments are given.
- The instructions are reiterated through printed information in lab manuals.

Infrastructure and Maintenance

- Department has excellent infrastructure with spacious laboratories, with abundant natural light facilitating the use of microscopes.
- Laboratories are well equipped with Instruments like Compound Microscope, Dissecting Microscope, Oven, Incubator, Fridge, Binocular, Water bath, Hot plate etc.
- Along with this a separate museum is also developed which evokes interests among the students about the subject. A very rich collection of plant specimens of algae, fungi, bryophytes, pteridophytes, gymnosperms and angiosperms are there.

- Educational charts, diagrams, models depicting plant anatomy, embryology and morphology related to syllabus are displayed to enhance learning potential of the students.

Maintenance of Laboratory

- The department has an established system and procedure for maintaining different infrastructural facilities in Laboratory.
- Regular maintenance of laboratories, equipments and water supply is done by lab attendants and supervised by head of department and faculty in-charge.
- Record of the maintenance and the stock register is maintained by lab assistant, There are two type of stock registers for consumable and non-consumable items separately.

Purchase and Installation of Laboratory Equipment

Purchase of instruments is done as per the requirement given by teacher in-charge, by calling for comparative quotations from various vendors and selection for the instrument or equipment is based on the requirement and the annual budget allotment to the department. The purchase is done on lowest rate quotation. Installation of equipment is done by the vendor in the presence of lab assistant, in-charge of the instrument and testing is done for its functionality,

List of Important Equipments/ Instruments

The Departmental laboratories include following important instruments/ equipments:


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Sr. No.	Name of instruments/equipment	Sr.No.	Name of instruments/equipments
1	Compound Microscope	12	Hygrometer
2	Binocular Microscope	13	Inverter
3	Arc Auxanometer	14	Kuhne's Apparatus
4	Phototropic Chamber	15	Lux meter
5	Water Bath	16	Micrometer
6	Geotropism Apparatus	17	Spectrophotometer
7	Chromatographic Chamber	18	Wilmot's bubbler
8	Anemometer	19	pH Meter
9	Ganong's photometers	20	Hot Plate
10	Hot Air Oven	21	Herberium plant press
11	Heater	22	Computer with Internet facility

Chemicals and Glassware

- Alphabetical arrangement of Chemicals: All the chemicals required are arranged in alphabetical order, enabling easy retrieval and replacement,
- Purchase of Chemicals: The lab assistant and the faculty in-charge check availability and purchase of chemicals is done as per the college's purchase guidelines, by calling for competitive quotations from vendors.
- Preparation of Lab. Solutions: Lab assistant in-charge of chemicals prepares lab solutions in advance (at least a day or two before the lab. day).
- Issue of Glassware to Students: Glassware needed for each class's labs is issued to students, who use them when needed. Breakage of any item is recorded in the stock register.
- Stock Checking: Stock checking of equipments, chemicals and glassware is done at the end of every academic year which is duly acknowledged by the faculty-in-charge.

faculty from an allied department (who audits the stock account) and Head of the Department also.


Preserved Material and Specimens

- The labelled specimen is put in museum rack along with the specimens of the same or nearest species of algae, fungi, bryophytes, pteridophytes gymnosperms and angiosperms.
- Replacement or addition of preservative is done whenever necessary.

General Safety Principles for Students

Students are advised to follow the below mentioned rules while working in laboratories:

- To wear a lab. coat before entering a laboratory.
- To conduct themselves in a responsible manner at all times in the laboratory.
- To ensure proper labelling of glassware, chemicals and experimental information.
- To report all accidents, spills or broken glassware and damage of equipments.
- To keep their laboratory area clean,
- To keep their bags, packs and purses in appropriate places and off the lab. tables.
- To avoid handling electronic devices or phones while working in the lab. Without the permission of their faculty.
- They are advised to keep hands away from their face, eyes, and mouth while working with chemicals, preserved specimens etc.
- To be familiar with the location of emergency equipments such as fire extinguishers, wash areas, emergency phone number and to know the appropriate emergency response like first aid procedures, before beginning the work




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DEPARTMENT OF CHEMISTRY

Procedures and Policies for Maintenance & Utilisation of Chemistry Laboratories

About Laboratories: -

1. We have two Laboratories named as Chemistry lab-1 & Chemistry lab-2. Each Lab is being maintained by Lab Attendant for its cleanliness, fans, Water, Drainage, Chemicals.
2. Students are divided into groups; Equipments are issued and then returned after experiments.
3. Any demand requirement or discrepancy is raised by the Lab Attendant, brought in the notice of Principal, application is written then Quotations are invited signed by purchase committee, lowest priced items are approved, chemicals purchased as per GST, CST rules.
4. Our Dept. has its own Book Bank for needy students.
5. Each Lab is provided with fire Extinguisher and time to time they are recharged.
6. Fire Extinguisher training is also given to our students.
7. Models are prepared in our Lab by the students for participating in District and State Level science Exhibitions.
8. A separate store for chemicals is provided.
9. Separate Registers for Equipments, Chemicals are maintained by Lab Attendant.
10. To avoid any accident regular services of all Gas Pipe lines and Master Valve for LPG supply and burners are done.
11. In case of any injury first Aid Kit is available.


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DEPARTMENT OF PHYSICS

Procedures and Policies for Maintenance & Utilisation of Physics Laboratories

Department of Physics has two well-equipped laboratories. One separate store room is also there for keeping spare equipment and demonstrating items. Skilled laboratory staff has been appointed for the maintenance and care of laboratories and the equipment. To give the students working and practical knowledge of basic Physics and Electronics, a suitable environment through these well-equipped laboratories is provided to them which also inculcates in the students the ability to work independently and in groups.

LAB USAGE

- During the primitive lab classes, the students are introduced about lab rules and safety measures.
- Students are made aware about the usage and handling of cathode ray tube, LASER equipment.
- Students are also instructed to work on high power LASER sources carefully and not to watch them directly with naked eye.
- Students are provided with detailed information through lab manuals.

INFRASTRUCTURE

- The laboratories are well equipped with Electronics, Spectroscopy, Computer equipment.
- The Department also has separate dark rooms for study of spectroscopy.
- The Department help the students for understanding the 3-D visualization of various topics.
- The Department has its own book bank to help the needy students.
- The Department is equipped with 4 computers all having printing facility.
- The labs are having sophisticated instruments like CROs, ultra-sonic spectrometers, LASERs, BH Curve apparatus, sextant, Thomson Apparatus, Hartley, oscillator Lummer Brodhum photometer, Zener diode, jagger's Apparatus etc.

MAINTAINANCE OF LABORATORY

- The department has very well-established and maintenance of Laboratories and store.
- Regular maintenance of laboratories, equipment and consumable items is done by lab attendants under the supervision of faculty in-charges and Head of the department.

- Every lab is having its own stock register maintained by lab assistant. Separate stock registers are maintained for consumable and non-consumables items,
- A separate daily issue register is also maintained by laboratory assistant in which record of item used by students is maintained.
- Lab attendants are trained to make small repairs of the instruments. In case of major repair work, the department invites technical experts from outside also.

PURCHASE AND INSTALLATION OF LABORATORY EQUIPMENT

- Purchase of instrument is done as per the requirement given by teacher in-charges and as per the University syllabus.
- After the permission of authorities, quotations are invited and the purchase is made through proper procedure as per the availability of annual budget allotted to the department.
- Installation of equipment is done by the vendor in the presence of faculty in-charge.

GENERAL SAFETY PRINCIPLES FOR STUDENTS

- Students are advised to follow below mentioned rules while working in laboratories:
- To be cautious while handling electronic and optical components.
- To conduct themselves in a responsible manner at all times in the laboratory.
- To avoid entering the storeroom unless accompanied by lab staff.
- Breakages, loss, equipment failures, malfunctions or other unusual equipment performance should be reported immediately to lab assistant,
- Instruments should not be moved out of its place unless allowed in writing by the laboratory head to do so.
- To keep their laboratory area clean.
- To store their bags, packs and purses in appropriate places and off the lab tables.
- To be familiar with the location of emergency equipment such as fire extinguishers, wash areas, emergency phone number and know the appropriate emergency response and first aid procedures, before beginning the work.


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DEPARTMENT OF COMPUTER SCIENCE

Policies and Procedures for maintenance and utilization of Infrastructure of Computer Science Labs

1. In this department we have 7 Computer labs for practical sessions and all the labs are maintained by lab attendant.
2. Every lab is equipped with Internet facility and maintenance is provided by service provider by time to time visits.
3. Computer Labs have 97 Computers and 2 printers and every computer is provided a unique number to facilitate its utilization.
4. All classrooms are maintained and if there is any requirement of additional thing then requirement is given in Principal office and after following proper purchasing procedure the requirement is fulfilled.
5. For maintenance of computer, a regular technician is hired by the department and the issues are solved as and when arise.
6. Fire extinguishers are there in our department and they are refilled time to time.
7. All the records of equipment is maintained by the lab attendant.
8. All labs are air conditioned and AC's are taken care of by our college electricians and every year serviced well in time.
9. Computer lab is also equipped with projector for effective learning of students.
10. Department also manages online classes for students whenever required.

Utilization of Resources

1. Students can attend labs according to their schedule.
2. Groups are divided for comfortable usage of resources.
3. Students can use printers to take print outs of their lab experiments.
4. Students are allowed to use internet facility and work on computers anytime for their project work even after their scheduled time.
5. Computer system equipped with web cams is used for online classes, to conduct webinars and workshops.

DEPARTMENT OF DEFENCE STUDIES

Policies and Procedures for maintenance and Utilization of infrastructure of Defence Studies Department.

- Defence study Department has its own Lab for Practical work of all classes and this lab maintained by Lab Attendant.
- Lab is equipped with Defence Study material, tools and items. Department has a computer and printer.
- Requirement of department and lab things is given to principal office and after following proper procedure is fulfilled.
- Teachers are expert of all Departmental Equipments they maintain them with help of attendant.
- Department has a Stock Register which is maintained by Lab Attendant and Teachers.

Utilization of Resources: -

- Students work in the Lab according to time table.
- Classes are divided into groups and schedule is notified to the students on the Department notice board.
- Student work on Computer of Department when it is required.


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DEPARTMENT OF GEOGRAPHY

Policies and Procedures for maintenance and Utilization of infrastructure of Geography Department.

- Geography Department has its own Lab for Practical work of all classes and this lab maintained by Lab Attendant.
- Lab is equipped with Geography material, maps, tools and items. Department has a computer and printer.
- Requirement of department and lab things is given to principal office and after following proper procedure is fulfilled.
- Teachers are expert of all Departmental Equipments they maintain them with help of attendant.
- Department has a Stock Register which is maintained by Lab Attendant and Teachers.

Utilization of Resources: -

- Students work in the Lab according to time table.
- Classes are divided into groups and schedule is notified to the students on the Department notice board.

Sr.no	Name Of Equipment	Quantity
1.	Plane Table Board	03
2.	Trough Compass	03
3.	Prismatic Compass	03

➤ Student work on Computer of Department when it is required.

4	Engineering Chain	03
5	Sprit Level	03
6	Alidades	03
7	Measuring tape	03
8	Pocket Stereoscope	20
9	Mirror Stereoscope	01
10.	Topo sheet	06
11.	Plumb Bob and plumbing fork	03
12.	Aerial Photograph	05
13	Satellite image-LISS IV,24 March 2017	01
14.	Computer	01
15.	Printer/Scanner	01


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DEPARTMENT OF MATHEMATICS

Policy procedure laid down for purchase and maintenance of office/lab. Equipments/software etc.

Procedure for Purchase:

- Purchase from departmental budget a requirement of equipments/ software are sought from department by holding a meeting, Then the department forwards the requirement to the Principal. After getting the sanction from Principal the new item is purchased by department committee through venders by quotations.
- The departments send their requirement to Principal office, The new items are purchased through ICT Committee.

Maintenance of Equipments/software

The procedure of maintenance of equipment/ software are done through ICT committee.


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DEPARTMENT OF COMMERCE

Policy procedure laid down for purchase and maintenance of office/lab. Equipments/software etc.

Procedure for Purchase:

- Purchase from departmental budget a requirement of equipments/ software are sought from department by holding a meeting, Then the department forwards the requirement to the Principal. After getting the sanction from Principal the new item is purchased by department committee through venders by quotations.
- The departments send their requirement to Principal office, The new items are purchased through ICT Committee.

Maintenance of Equipments/software

The procedure of maintenance of equipment/ software are done through ICT committee.


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DEPARTMENT OF MUSIC

Policies and Procedures for maintenance and utilization of infrastructure in the Department of Music

- The Department of Music is well equipped with many Musical Instruments which are maintained by an assistant.
- The Department of Music houses musical instruments:
 - **Keyboard**
 - **String Instrument/chordphones:-**
 - Sitar, Tar Shehnai, Dilruba, MAdhur Veena, Mandolin, Guitar, Swar Mandal, Banzo
 - **Percussion Instruments/Membranophone:**
 - Tabla, Bongo, Daphlie, Deru, Dholak
 - **Wind Instruments/Aerophones:-**
 - Harmonium
 - **Idiophones:**
 - Pattitarang
 - Jaltarang
 - Murcus
 - Manjeera
 - Ghungroo
 - Chimta
 - Dhol
 - Matka
 - Big Nagada
- The department is well ventilated with the help of exhaust fans.

Utilization of Resources:

- The students use the instruments as per their time-table.
- The students are divided into groups for comfortable usage of resources.
- The students are encouraged to make optimum use of the instruments to participate further in Talent Hunt Show and University Youth Festival.

DEPARTMENT OF PSYCHOLOGY

Policies and Procedures for maintenance and utilization infrastructure of Psychology department

Department of Psychology has one well equipped Laboratories. Two separate store room cum office of Lab Attendants are also there in the Department. We have trained and skilled Laboratory Staff to look after Laboratories and timely maintenance of equipments. It is our motto to prepare students for the future ready by imparting quality education of the basic, applied and advanced aspects of psychology, All the three teachers emphasizes not only syllabus-oriented teaching but goal is to work on their well-being. So that they should act as asset to college as well as to society. For the achievement of this goal we make our laborites fully equipped.

LAB USAGE

- Students are oriented and reoriented about the rules of the laboratories, especially in First Semester and in their first lab class.
- Instructions regarding handling of the apparatus and manuals are given before introduction of each and every practical, and to each and every group.
- Students can attend lab according to their schedule.
- Groups are divided as per university norms for comfortable usage of resources.
- Students are allowed to use internet facility and work on computers anytime for their project work even after their scheduled time.
- Psychology department is running an independent counseling cell for general people even outside from college. For which a separate room is provided by college authorities. All faculty members from psychology department use to be present there as per their scheduled time.

INFRASTRUCTURE AND MAINTENANCE:

INFRASTRUCTURE:-

- Department has a very peaceful location. It has excellent infrastructure with speciouslaboratories, full of natural light and fresh air.
- Lab is well equipped with all the apparatuses as recommended by University Syllabus. No. of apparatuses are more than sufficient so that students should not keep on waiting for their turn,
- Educational charts, diagrams, Instruments are displayed to enhance interest and learning potential of students.

- Department organizes workshops from time to time for college students as well as teachers for their better mental health and also provide them counseling .In which we also engage our 2nd year and 3rd year students especially for testing
- For maintaining computers, a technician visits regularly and the issues are resolved as and when required.
- Department also runs it's library .Books in the library are specimen copies as well as donated by passed out students .Lab Attendant issue books to the needy students .

MAINTENANCE:

- The department has an established system and procedure for maintaining different infrastructural facilities.
- Timely meeting of teaching faculty and la staff decide the requirements of Test and Apparatus in need.
- Stock register is maintained by the lab Assistants. Two types of stock register for consumable and non consumable items.
- A separate daily issues register is also maintained by the lab attendants, in which record of items used by the students is maintained showing Sr. No, Roll Date, name of Student, Name of Test/ Instrument and Signature of the student etc. Students are instructed to report if and if any type of breakage there.

PURCHASE AND INSTALLATION OF LABORITES EQUIPMENTS:

- Purchased is done, according to the system established by the college. Purchase In-charge, prepares a list of demand by faculty and lab attendants than quotations are called by the different venders. Based upon requirements and annual budget allotment to the department, with the prier permission from the Principal of college. Purchased and installation of equipments done by venders in the presence of lab attendants and faculty


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DEPARTMENT OF ENGLISH

Policies and Procedures for maintenance and utilization of infrastructure in the Department of English (Functional English Lab)

The Department of English in our college has a unique feature i.e. the subject functional English which makes the department complete in itself and gives the real meaning.

Functional English means English which really functions and the students are taught such type of English that is helpful in almost every field whether professional or personal. Students are given the knowledge of phonemic sounds and actual pronunciation for good communication through various instruments present in the language lab.

About the Language Lab

The Language lab was designed with the introduction of the subject functional English, It is a dedicted space for learning sounds, pronunciation as well as good communication skills by using various equipments placed in it. It also benefits the students who lack confidence in English speaking.

Procedure for Purchase:

- Purchase from departmental budget a requirement of equipments/ software are sought from department by holding a meeting, Then the department forwards the requirement to the Principal. After getting the sanction from Principal the new item is purchased by department committee through venders by quotations.
- The departments send their requirement to Principal office, The new items are purchased through ICT Committee.

Maintenance of Equipments/software

The procedure of maintenance of equipment/ software are done through ICT committee.


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DEPARTMENT OF ZOOLOGY

Procedures and Policies for Maintenance & Utilisation of Zoology Laboratories

Department of Zoology has two well equipped laboratories with a well maintained One museum collection of animals. One separate store room are also there for chemicals and glasswares. We have skilled laboratory staff for taking care of laboratories and timely maintenance of equipments. Through our B.Sc. program, we envision to prepare students for the future by imparting quality education of the basic, applied and advanced aspects in life sciences with an emphasis on animal systems to achieve the goal to enrich the human, animal and environmental life.

LAB USAGE

- Students are oriented and re-oriented about lab rules and safety precautions during the start of each semester and in their first lab classes.
- Instructions regarding handling hazardous chemicals, disposal of wastes, cleaning up of spills and operation of instruments are given.
- The instructions are reiterated through printed information in lab manuals.

INFRASTRUCTURE AND MAINTENANCE

- Department has excellent infrastructure with spacious laboratories with abundant natural light facilitating the use of microscope.
- Lab is well equipped with instrument like Compound Microscope, Dissecting Microscope, Incubator, Microtome, Microscope, Binocular, Water bath, Hot plate etc,
- Along with this a separate Zoological Museum is also developed which evokes Interests in the students about the subject. A very rich collection of rare specimens from almost all the phyla is done.
- It has preserved bodies of animals like Kite, Monkey, Squirrel, King Cobra, Mangoose, Cat, Bat, Pangolins, Rabbit. Skeleton of Human, Varanus, Rabbit, Frog etc. Educational charts, diagrams, practical instruments related to syllabus are displayed to enhance learning potential the students.

MAINTAINANCE OF LABORATORY

- The department has an established systems and procedures for maintaining different infrastructural facilities in Laboratory.
- Regular maintenance of laboratories, equipment and water supply is done by lab attendants and supervised by head of deparbnent and faculty in-charge.
- Record of the maintenance and the stock register is maintained by lab assistant, There are two type of stock register for consumable and non consumables items separately.
- A separate daily issue register is also maintained by laboratory assistant for students in which record of item used by students is maintained.

PURCHASE AND INSTALLATION OF LABORATORY EQUIPMENT

Purchase of instrument is done as per the requirement given by teacher in-charge by calling for competitive quotations from vendors and selection for the instrument or equipment is based on the requirement and the annual budget allotment to the department. Installation of equipment is done by the vendor in the presence of lab assistant in-charge of the instrument and testing its functionality.

List of Instruments/ equipments

The Departmental laboratories include equipments such as:

- Weighing Balance
- Spectrophotometer
- Compound Microscopes
- Binocular Microscope
- Hymocytometer
- Hymoglobinometer
- Microtome
- Hot Air Oven
- Computer
- Printer

CHEMICALS AND GLASSWARES

- All the chemicals required are arranged in alphabetical order, enabling easy retrieval and replacement.
- A well organized store room for Chemicals is maintained in which chemicals are stored appropriately at proper temperature and storage conditions, classified as solvents, acids, hazardous, volatile, etc.
- The lab assistant and the faculty in-charge check availability and purchase of chemicals is done as per the college's purchase guidelines, by calling for competitive quotations from vendors.
- Lab assistant in-charge of chemicals prepares lab solutions in advance (at least a day or two before the lab day).
- Glassware needed for each class's labs is issued to students, who use them when needed. Breakage of any item is recorded in the stock register.
- Stock checking of equipment, chemicals and glassware is done at the end of every academic year which is duly acknowledged by the faculty-incharge, faculty from an allied department (who audits the stock account) and Head of the Department.

PRESERVED MATERIAL AND SPECIMENS

- The labelled specimen is put in museum rack along with the specimens of the same or nearest group.
- Replacement or addition of preservative is done whenever necessary.

- Along with all these proper management of permanent histological slides, microscopic organisms are done.
- Collection of bones of different animals is also done.

No. of preserved specimens: 189

No. of permanent slides: 314

GENERAL SAFETY PRINCIPLES FOR STUDENTS

Students are advised to follow below mentioned rules while working in laboratories:

- To wear a lab coat before entering a laboratory.
- To conduct themselves in a responsible manner at all times in the laboratory.
- To avoid entering the chemical storeroom unless accompanied by lab staff.
- Students advised to ensure proper labelling Of glassware, chemicals and experimental information.
- To report all accidents, spills or broken glassware and equipment.
- To keep their laboratory area clean.
- To store their bags, packs and purses in appropriate places and off the lab tables.
- To avoid handling electronic devices or phones while working in the lab without the permission of their faculty,
- They are advised to keep hands away from your face, eyes, and mouth when working with cadavers, chemicals, preserved specimens, microorganisms, or body fluids.
- TO be familiar with the location of emergency equipment such as fire extinguishers, wash areas, emergency phone number and know the appropriate emergency response and first aid procedures, before beginning the work.


Principal
V.G. College for Women
HISAP 

FATEH CHAND COLLEGE FOR WOMEN ,HISAR

COLLEGE SPORTS POLICIES

The College is a front runner not only in the field of education but also made its mark in Sports at the State, National and International levels. In its quest to achieve excellence, it has won the KUK Yoga Championship for a record 21 times consecutively.

The College owns well maintained playfields Multi- purpose sports complex within the campus. Facilities are provided for various games and sports as Volley Ball,

Basketball, Cricket, Table Tennis, Badminton, Yoga, Judo, Athletics, Football and Chess held in GJU S&T, Hisar. The College has a rich culture in Yoga and our students won Inter University Championship in Yoga.

The college provides the following infrastructure for sports and games:

- 200 Mtrs Track
- Basket Ball Court
- Kabaddi Ground
- Yoga Hall
- Table Tennis
- Gym
- Badminton Court
- Volley Ball Court.

Sports Seats Eligibility Rules

Sports Certificates for weightage will only be considered, if the candidate produces the State National position holder certificate from the respective State Government / Sports Department. In case, any state does not issue the gradation certificate, the following criteria will be adopted:

- In case of Inter National / National participation or state position holder, a certificate of authenticity will be required from the concerned national federation/ State Association.
- The games / events must be in the scheduled list of association of Indian University sports calendar.
- The tournament must be organized by a recognized federation / association duly affiliated state Olympic Association / Indian Olympic Association and Ministry of Youth Affairs and Sports.

No weightage will be given for participating / winning positions in the Sports and games organized by Nehru Yuva Kendra / CBSE / Vidhya Bharti Nationals / Rural Tournaments / Panchayat Tournaments, Navodya Nationals and participation in Non- recognized tournaments/ Sports Festivals .

Sports Prizes :

In the Annual Athletic Meet of the College the following cash prizes were recommended by the sports committee:-

Position	Cash Prize
Gold Medal	300/-
Silver Medal	250/-
Bronze Medal	200/-
Best Athlete (Woman)	1000/-
University Gold Medal Inter-Collegiate	Colour + 700/-
University Silver Medal Inter-Collegiate	Colour +600/-
University Bronze Medal Inter-Collegiate	Colour +500/-
Gold Medal Northern University	Roll of Honour + Blazer + 1500/-
Silver Medal Northern University	Roll of Honour + Blazer + 1300/-
Bronze Medal (Northern University)	Roll of Honour + Blazer + 1100/-
North zone participate (National)	Roll of Honour + Blazer + 1000/-
Gold Medal (All India Inter-University)	Roll of Honour + Blazer + 1500/-
Silver Medal (All India Inter-University)	Roll of Honour + Blazer + 1300/-
Bronze Medal (All India Inter-University)	Roll of Honour + Blazer + 1100/-
International Participation	Roll of Honour + Blazer + 2000/-
1 st position in State	Colour +700
2 nd position in State	Colour +600
3 rd position in State	Colour +500
Participation in State	Certificate+300
1 st position in Zonal	Colour +300
2 nd position in Zonal	Colour +250
3 rd position in Zonal	Colour +200
Participation in Zonal	Certificate +250
1 st position in District	Certificate +300
2 nd position in District	Certificate +250
3 rd position in District	Certificate +200

Facilities for Players

Following facilities are given to the players:

- Free medical- aid if injured during competitions.
- Sports -Kits and sports equipments.
- Fee consession during college admission.
- Special refreshments are given to the players participating in and preparing for
 - Inter- College competitions.


Principal,
G.S. College for Women,
MYSUR

NCC

Policies and procedures for maintenance and utilization of Infrastructure of NCC Unit

- NCC Army and Air Wings girls have offices and stores which is maintained by ANOs/CTOs
- Stock Registers have been maintained regularly.
- College Sports Ground is utilized for NCC parades as per schedule.
- Refreshments for Parades are directly deposited in the cadets' accounts by NCC Battalion.
- Uniform, shoes and other material required for cadets to perform parade is provided by NCC Battalion


Principal
S.G. College for Women
MISAP

NSS

Policies and procedures for maintenance and utilization of Infrastructure of NSS Unit

- NSS unit has one office-cum-store and it is maintained by NSS programme officers.
- For NSS activities, volunteers use brooms, spades, pans and mats etc.
- All the record of these equipments is maintained in stock register.
- These things are being used time and again by the volunteers for various activities and especially in annual 7 days camp.


Principal
S.G. College for Women
KISAN

COLLEGE LIBRARY

Utilization and Maintenance Procedures of College Library

Book purchase Procedure

- a) Each Department provides the list of required books in library, as per their syllabus and for Reference purpose is received through Principal.
- b) List of Books which are not available in the library is placed in the meeting of library committee for approval .After the app.
- c) After the approval of library committee, Quotation from leading book sellers is invited and Library Committee approves the maximum discount rates on different categories of Books, such as textbooks, Reference Books etc.
- d) With the approval of library committee order of books is placed for supply in the library.
- e) Books are accessioned in the Accession register and in library software in the computer.
- f) Concerned subject teachers verify the books and bills.
- g) After classification and cataloguing and pasting of date slip, sigma, book card and pocket, books are placed according to subject wise.

Books Circulation Procedure

- a) Students are issued library smart card.
- b) Every U.G & P.G student is allowed four books to issue.
- c) Regular Teaching Faculty is allowed to borrow 25 books.
- d) Adhoc Teaching Faculty is allowed to borrow 5 books.
- e) For students every student is registered in the library through a registration.
- f) Students are issued books on their library card as well as on registration card,
Which remain in the library.
- h) Books are issued for 14 days to the students. Books for Book-Bank section are issued for the current session.
- i) Books to the staff are issued through fully automated library software.
- j) Students and staff can utilize the library and reading rooms daily on all working hours from 9-00 a.m. to 4.00 p.m.

- k) Every student and staff can access online journals through N-List programme, as it is subscribed in the library.
- l) Every student and staff can also get their books through Delnet from inter library loan, as it is subscribed in the library.
- m) Periodically, condition of books are monitored by staff during circulation and if requires repair, it is repaired.
- n) New Magazines and periodicals are available for reading in the main Library. Students and Staff may read it during college timings.
- o) Old magazines, University syllabus, old question papers, old gazettes and college

Magazine is available in the reading room.

- p) Newspapers are available for reading in reading rooms for students and in the staff room for Staff members.
- r) Library organize 2 days books exhibition per year.

Computers and Internet Facilities


- a) Four Computers with internet facilities are available in main library for students.
- b) For students there is separate reading room for reading newspapers and Magazines.
- c) Online public Access cataloguing (OPAC) is installed in library for the readers, so that they may Locate desired books.

Write-off and Withdrawal of books

- a) If book is lost by any student & staff member, he or she have to deposit the new copy Of the same book otherwise double cost is charged from them and book is written-off from The record.
- b) Periodically, Library committee constitutes the sub- committee to sort out outdated, mutilated, books which cannot be used due to maximum utilization. List is prepared and placed before the library committee and after its approval books are discarded from the library record.
- c) Proper withdrawal registers are maintained for the record of books which are discarded from library due to any reason.
- d) Time to time pest management is done to minimize the problem caused by insects.

Documentation

- a) Footfall register is maintained in the library for students and staff. Every student or staff Members, who enters in the library are recorded in it.
- b) Proper record is maintained on daily issue and return of books.
- c) Bar code reader device used for stock verification of books.
- d) Withdrawal registers are maintained for the books which are written-off.
- e) Accession registers are maintained for stock entry of each book.
- F) 10 CCTV cameras are installed in the library and reading room.
- g) Proper lighting, fans, A.C. is there in the library.
- h) Modern furniture, Reading Tables and chairs are available in library and both reading rooms.


Principal
W.S. College for Women
MIRAJ ✓

HOSTEL

Policies and procedures for maintenance and utilization of Infrastructure in the Hostel

Admission for Women Hostel - Procedure, Facilities and Rules:

- College has 2 hostels in which 143 rooms are available for allotment.
- If a regular student of the college wants to stay in the hostel, then she will have to fill the hostel admission application form (two copies) from the college. And on the application form, you will have to put a photograph of yourself and the signature of your guardian.
- After this, one copy of the application form verified from the hostel warden and college principal, along with the fee, that will have to be submitted to the college and the other copy to the hostel warden on the letter filled in full details. After that the room will be allotted to the student.
- At the time of admission to the hostel, the student will be given a diary (brochure) attested by the conservator, in which the details of the student's visit to the house or relative will be kept.

Hostel Maintenance

- The hostel is regularly cleaned twice a day by female sweepers.
- The gardener works regularly for the maintenance of the gardens.
- Electricity — Regular operation of electricity is done by electrician. Painting is done in the hostel after three years or as required.

Facilities Provided in Hostel

- Each student is provided with a bed/cot, a chair, a table, a wardrobe, a fan and a tube light.
- There is a canteen for the food and refreshments of the girl students.
- Water-cooler and R.O. for drinking water. is the management.
- There is a provision of hot water for bathing in winter.
- There is a provision of badminton for the girls to play.
- There is Indoor Stadium
- Facility of two Washing Machines available in Hostel for Hostel Girls.
- A mini-library is established in the hostel, in which there is a provision for daily newspapers and monthly magazines.
- TV/ LED is provided in the common room for entertainment in the hostel.
- Keeping in view the safety of the girl students, CCTV cameras have been installed in the hostel premises.

- Internet facility is available in the hostel premises keeping in view the online classes.
- A Hostel warden has been appointed so that the students do not face any inconvenience.
- Primary health facilities are available in the hostel.

Hostel Rules

- The students will have to write the details on the admission register while leaving and coming out of the hostel.
- Written permission must be obtained from the warden before going from hostel to home or relative.
- The return time to the hostel will be 5 PM in winter and 6 PM in summer.


Principal:
St. George's College for Women
MSBAP

SEMINAR HALL

Policies and Procedures for maintenance and utilization of Seminar Hall

In our college there is a Auditorium of 500 Capacity. This seminar hall is equipped with all state-of-the-art facilities. It is ICT enabled and has a good sound system. For smooth functioning it is sound proof as well. It is ideal for conferences and seminars. Also, it has a good stage to conduct all the Cultural events, Quiz Competitions, Debates, Seminars, Webinars, Technical events etc. It has a good infrastructure to conduct all the events smoothly. Seminar hall can be used with the prior permission of Principal subject to the availability. Cleanliness is done on daily basis and Every equipment and furnishing is maintained time to time, If some new device is required that is purchased using proper purchasing procedure by taking prior consent from Principal.


Principal
W.S.A.P. College for Women
W.S.A.P. h

OFFICES

Policy and Procedures for maintenance and utilization of infrastructure of offices

Office of the Deputy Superintendent

- All types of letters are opened and Seen by the principal through the Deputy Superintendent.
- All letters to be sent to various offices are checked before sending to the principal's office.
- Over all general work, accounts work is also looked after by the Deputy Superintendent, being the senior most in the office.

Fee collection branch

- All the fee is collected from the students with complete documents after being verify by the concerned committees.
- Collected amount of fees is deposited in the bank and details of vouchers are submitted in the accounts branch daily.
- All type of refundable amount is refunded to the students through cheque/ RTGS/ NEFT after completing the necessary requirements.
- Individual students' fee record is maintained in computer alongwith hard copy.
- Record of the college security of the students is maintained by the fee branch, Certificate of the paid fees is issued to the students as per their requirement for the personal purpose of the students or their parents.

Examination Branch

- Registration and Continuation Report of the students is submitted in the university within the stipulated time after complete verification of the academic documents of students required by the university,
- The required mandatory details of the admitted students are uploaded on the university portal for examination to be conducted by the university twice in a year - even and odd semesters separately.
- The academic report of the individual students is maintained in computer and the hard copy is also retained.
- Issue of DMC, Degree, Character Certificate, Backlog Certificate and Transcript Certificate is done by the examination branch and bonafied Student Certificate
-
- Attestation of the academic documents of the college students is also done by the examination branch.

Accounts Branch

Ledger and Cash Book of each account is maintained separately for the purpose of Income and Expenditure record.

Payment of Bills is done after completion of required procedure.

The amount of TDS, ESI, PF and NPS of the employees is deposited by the accounts branch on monthly basis.

Annual Audit is done by the Authorized Chartered Accountant deputed by the Management Higher Education Haryana and Accountant General Haryana.

Salary bill of the employee of the college is prepared every month and salary released after the bill is passed by the concerned authority.

The Monthly reconciliation of the all accounts is done with the bank.

Establishment Branch/Record Room

- Maintenance of Roster Register for recruitment of Staff (teaching and nonteaching) regarding reservation policy.
- Leave record of staff i.e Casual leave, Duty leave, Medical leave, Earned leave & leave without Pay and extra ordinary leave.
 - Maintenance of dispatch register according to serial number.
- Maintenance of Diary/ Receipt register in accordance with serial number. • Maintenance of all other record in separate files, (UGC, examination, DHE, Management, Local administration etc.)
- Maintenance of Complete record of all employees in the form of service book.

Bus Pass

- Form for Bus Pass is issued to the students.
- Students are required to get it verified from Bus Pass clerk and deposit it in bus pass clerk. After that all forms are submitted online. When the final list of submitted forms is generated on portal then the hardcopy of bus passes is submitted to Roadways bus pass branch ,Hisar

Scholarship

SC/ BC, Haryana State Merit, Freedom Fighter, National Scholarship

SC/BC Scholarship

- Through the notice forms of eligible students for SC/ BC Scholarship are invited. The students who fulfill the eligible criteria as notified by the Haryana State Govt. are required to fill up their forms on Haryana Govt. Portal.
- Hard copy of the same is then submitted in the college office for verification.

- Discrepancy if any, is brought to the notice of students through website, SMS and notices.
- It is further verified by the concerned university and DHE after verification is completed in the college.
- After the complete verification process i.e. from college, DHE Haryana the amount is released by the DHE directly in the beneficiary accounts.

Comment [s1]:

National Scholarship Portal(Merit Scheme)

- Through the notice forms of eligible students with 80% and above in 12th class for National Scholarship are invited.
- Eligible students are then required to fill up their forms on Haryana Govt. Portal.
- Hard copy of the same is then submitted in the college office for verification.
- Discrepancy if any, is brought to the notice of students through website, SMS and notices.
- It is further verified by the concerned boards and DHE after verification is completed in the college.
- After the complete verification process i.e. from college, boards and DHE the amount is released by the govt. directly in the students' accounts.

Haryana State Merit/Freedom Fighter

- Eligible students with 80% and above in 12th class invited through the notice to submit their photocopies of required documents for these scholarships in college office.
- Hard copy of the same is then submitted in the college office for verification.
- Discrepancy if any, is brought to the notice of students through website, SMS and notices.
- It is further verified by the concerned boards and DHE after verification is completed in the college.
- After the complete verification process i.e. from college, boards and DHE the amount is released by the govt. directly in the students' accounts.


 Principal,
 P. S. College for Women
 HUDA
