

D.A.V. COLLEGE, PUNDRI (KAITHAL)



POLICY FOR UTILIZATION OF FACILITIES

D.A.V. College, Pundri was started in April 1969 under the banner of DAV College Managing Committee, New Delhi. The college is aided by the Higher Education Department of Haryana Govt .The Governing body of the College is elected to take care of the college. The administration of the college is the responsibility of the Principal . The Principal ensures that regular day to day operations are properly conducted, through feedback from different incharges, teaching and non -teaching staff. The staff members ensure that the plans communicated to them by the Principal are implemented on time in a systematic manner. The college ensures maximum utilization of funds for the maintenance and usage of the physical, academic and other support facilities. The department level requirements are brought to the notice of the Principal for approval by the concerned Incharge, faculty and staff members. Keeping in mind the better upliftment of students the committees are established for the proper functioning of college activities at the beginning of the year and are assigned the tasks according to the institutional plans and policies. Each committee has faculty member as Convener/Coordinator and Principal as the Chairperson. There are number of committees like IQAC, Purchase, repair and maintenance committee, Extra Curricular committee, Library committee, sports committee, Discipline committee, Building Construction Committee, NSS Committee etc..The schedule of the utilization of the computer lab and classrooms are notified through the official timetable which is put up on the college website and circulated among the faculty members. Notices regarding the procedures and policies or utilizing physical, academic and support facilities- computer laboratory, sports complex, classrooms, library are issued time to time from the office of Principal.

Administrative Block:

Principal Office along with the administrative office is situated in the main rooms of administrative block. Administrative office space includes cabin of Deputy-Suptd. and space of other office staff, windows to deal with the students, almirah racks for records and toilet facility. It also includes the furniture and equipment for the use of office. Offices to other facilities like NSS, NCC, IQAC, Women cell etc. are allocated by the Principal keeping in view the requirement and availability of such spaces.

Auditorium and Seminar Room:

The college has a fully equipped auditorium with a seating capacity of nearly 500 people. This facility is allocated to both internal and external users with the prior sanction of Principal. The record of allocation to external users is maintained by the Dy. Suptd. The events like cultural functions, Prize distribution function, Alumni meet etc . are organised in this hall. One seminar Room is located on first floor adjacent to Library with the seating capacity of 100 people. This is well organised with furniture, lighting and ventilation facilities. This hall is mostly used for internal literary activities.

Library:

The library of the College is well stocked and well organised to fulfill the information needs of the students and faculty. It has been using GTECH integrated Library management software. It is committed to provide the right information at the right time to right user. The college students can access the e resources through the computers provided in the Library e resource centre. For this purpose 06 computers are connected through LAN in the library e resource centre and access to NLIST database is provided to users. Library card are allotted to bonafide student by opening the membership for one year. Journals, magazines and newspapers are subscribed to provide the latest information to readers. The library acquire the reading material on the recommendation of faculty members. Some of the general and reference material needed by the library are purchased in consultation with the library committee. . The various rules and regulations for the usage of library and its resources are displayed at various places of the library.

College Ground:

The Ground of the college is an important part of the college facility. Which is used by the department of Physical education for athletes and players to practice. The support staff put in hard efforts to maintain the lushness and field for sports facilities. Sport equipment are kept in sports room for the use of students. Sport committee look after the sport facilities in the college.

IT infrastructure:

The rule and regulation for the usage of computer laboratory by the students are clearly displayed in the lab. The server room is maintained in the administrative block for smooth functioning of the Internet etc. The visit of professional technician is ensured on the basis of need. CCTV in the campus are installed for keep the students in check and under control.

Class Rooms:

The College has spacious classrooms and well ventilated classrooms. Fans and lights are provided in each classroom. Dedicated staff has been given the responsibility to look after and cleaning the class rooms. There are fifteen classrooms in the college for academic work.

Staff Rooms:

The staff room is primarily reserved for the teaching staff of the college. The college staff room is equipped with facilities like RO system for safe drinking water, refrigerator, clean and hygienic toilet, one pantry, comfortable furniture and a display board for notices and circular. Newspapers are also provided to staff members in the room. One separate staff room for females is also available.

Parking space:

The college has its own parking space which is exclusively for students on roll and teaching and nonteaching staff of the college. Outsiders are not allowed to park their vehicles in the parking area. Only visiting dignitaries, members of inspection committees and other esteemed guests are allowed to bring their vehicles inside the campus .However with the prior sanction of Principal outsiders visiting the college for some genuine purpose can park their vehicles in parking space.

Canteen:

The college canteen is a common space utilized by the internal users of the college. No outsiders are allowed to enter the college canteen. A committee is formed for the functioning of canteen. The canteen space is sublet to an outside contractor by floating a tender. After it

the whole responsibility is of the contractor to keep it clean and hygienic. Food items are sold on affordable approved price. The students are expected to maintain discipline and decorum in the canteen.

Common rooms for Boys and Girls:

The boys are provided a common room on the first floor of the auditorium block side. Separate common rooms are provided to female students in the women cell side i.e. ground floor. The water and toilet facilities are provided for the female students separately in their common rooms. The toilets for the male students and drinking water facilities are provided on the ground floor.

Yajshala, Gardens and Green Campus:

A regular Hawana on the opening ceremony of the session is organised on the first day of the session. However On other occasions Hawana are organised from time to time .A proper yajshala is maintained along with the garden .Lush green garden is situated in the front and back side of the administrative block also. In this way three different gardens are available in the campus.

Residential area:

One residential house is available in the college. Separate quarters for nonteaching staff are also available in the campus. Few nonteaching staff is residing in these quarters.