



System and Procedure for Maintaining and Utilizing Physical, Academic and Support Facilities

The institution has built a system and procedures for maintaining and utilizing facilities. On the regular basis the institution has maintenance of basic facilities under direction of institution IQAC cell, academic core committee, and infrastructure committee. The principal is the overall head of these all committees. The institution has appropriate system and procedure together with workforce monitoring to ensure proper maintenance and utilization of physical, academic and support facilities- laboratories, library, sport facilities, classroom, seminar hall, auditorium, computer lab etc. clean and hygienic. The institution is equipped with internet and Wi-Fi facility

- Regularly confirmation of the care and maintenance of the infrastructural facilities including the computer lab, laptops, LCD projectors, electricity, generator, water coolers etc. is done.
- Academic core committee is responsible for overall planning and development of the institution.
- Provision of physical, academic and support facilities for new purchase and maintenance of old are collected regularly under the direction of academic core committee.
- Stakeholders' suggestion and feedback are also review.
- The necessary requirements are fulfilled by the IQAC cell and academic core committee under the direction of principal of the institution when funds are available.
- The various laboratories are maintained by their teacher-in-charges and their repairs and maintenance are carried out on the regular basis.
- It follows the precautionary measures via regular checks of working of different equipment.
- Emphasis on the stock entry on receipts of goods and maintenance of records digitally.
- Fund related audit is conducted by chartered accountant.
- Academic and Administrative Audit (AAA) is conducted for academic progression.
- At the end of the financial year annual stock checking is done by the institution.
- Regular meetings of academic core committee, infrastructure committee are conducted to resolve the issues and problems of students, faculty and administration.
- Tentative academic and activity calendar prepared with the discussion of faculty and students.
- The ICT based classrooms are maintained regularly.
- The library advisory committee with Principal as a head, Dr Ranju Bala, & Ms. Gagandeep Kaur as convener and Ms. Sandeep Kaur librarian as member secretary together with two senior faculty members of academic core committee tackle all issues relating to easily functioning of the library. At the time of starting of new semester students are issued library cards which will be valid for till their final semester. Photostat facility is also available in the library at nominal rates. Whole library is under cover with CCTV surveillance. All working area in library with power backup facilities.
- The ICT resources centre incharge is responsible for the regularly maintenance of computer and easily functioning of the network in the institution. Updating of website is done by Asst. Prof. Manpreet Singh. Handling of all issues related with bio-metric


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services is done by office asst. cum computer operator Ms. Minakshi Sharma and all attainment of hardware and software and other items related to computer is done by Instructor of ICT Ms. Bhawna Sharma.

- Students are divided in four different houses i.e. Sahibzada Ajit Singh House, Sahibzada Jujhar Singh House, Sahibzada Zorawar Singh House, Sahibzada Fateh Singh House with different House incharges. They carry out their duties with full responsibility in the various curricular and co-curricular activities of the institution. Normally 16 mentor groups of students work with 16 mentors for the progress in their learning evaluation and personal grievances.

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