

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Policy for Maintaining Physical, Academic and Support Facilities

- Regular monitoring and checking of all physical academics and support facilities is done through persons duly authorized to do the same as per the annual duty list and other suitable formal official notifications.
- Do's and Don'ts have been defined for the maintenance of the infrastructure and have been displayed in the computer laboratory, library and corridors.
- Smart Classrooms are maintained and updated on regular basis by Next Education India Pvt Limited.
- AMC of computers and laptops is done with Global Solutions Pvt Ltd to maintain both Hardware and Software of Computers/Laptops.
- Strengthening the regular feedback system for improving the academic performance of students.
- Analysis of the feedback for taking further action and modification.
- Enabling environment for research and innovation, for sharing resources and views for improving teaching-learning in the campus .
- Provision of special support for differently-abled students for catering to their special needs.
- Mobilize resources and create/ renovate present infrastructure and relocate spaces for academic and administration for congenial teaching-learning facilities.
- Students use Common Room(under CCTV Surveillance) during their free time especially during after-hours while waiting for their transport facility.
- A member of the staff is put in charge of the Common Room who takes round at least twice in a day.

Procedure for Weeding Out Books from Library

Reading material in the form of books, reference books, journals, and periodicals are constantly used and over a period of time these materials get worn out and some become obsolete due to revisions in the curriculum.

Reasons for weeding out the books:

- ❖ Books having brittle pages after their prolonged used are listed for weeding out.
- ❖ Books and journals mutilated by readers are withdrawn from the circulation.
- ❖ The books whose subject matter/content becomes obsolete/irrelevant are also weeded out.

For weeding out the reading material following procedure is followed:

- ❖ Books for weeding out are identified by the subject teachers. The cost and the worth of each book is verified and the list is placed before the Principal for the approval.
- ❖ Books/Material approved for weeding out is entered in the 'Withdrawn Register'.
- ❖ The useful books/ reading material is disposed of by offering them to students at free of cost.
- ❖ The text books which have brittle pages after their use for a few years and become obsolete are sold as scrap.

Procedure for disposal of E-Waste materials and other equipments

- ❖ A list of potential material for disposing off is placed before the Principal for the approval.
- ❖ The condemned/faulty batteries and damaged computers are disposed through outside agencies and sold as scrap.
- ❖ The low configured computers are shifted to schools (belonging to Sant Singh Sukha Singh Group of Schools and Colleges).