

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

Amar Singh College has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

### **Maintenance of library:**

For maintenances of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. For enriching of the library, the committee procures some good publications from national and international publishers.

### **Maintenance of the laboratory:**

The laboratory equipment's, specimens, and other necessary chemicals are purchased by the office of the principal and purchase committee as per the requirements of the teaching departments of the college.

### **Maintenance of the sport facilities:**

Sport Convener and his/her advisor takes the responsibilities of the maintenances of the sport facilities. The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the sport convener of the college.

Some of the sports items are kept in girl's common rooms and given out for use of students under the monitoring of the Sports cum common room secretaries.

### **Maintenance of Computers and IT facilities:**

The office of the principal decides about purchasing necessary IT equipment's as per recommendations received from the departments of the colleges and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources.

### **Classroom facilities:**

The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers.

### **Student support and welfare:**

In the college campus, there is a good environment for the benefit and welfare of the students. Various sub committees are in the college to support services, student welfare and to meet their needs. The principal is the chairperson of all committees. There is a canteen committee for maintenances of the college canteen and to ensure the healthy and hygienic food for the students as well as the other members of the college.

The hostel sub- committee looks after the hostel facilities for the borders in the college campus.

For the welfare of the students, there is a medical cell in the college.

The body of GSCASH (Gender Sensitization Committee against Sexual Harassment) is also formed for the welfare of the students. They have organized many talks and discussions on burning topics of gender issues and tries to sensitize the girl students as well as the boys against gender discrimination , health issues etc.

**Academic Support:**

The college is a constituent college of the Cluster University of Srinagar. The college has an elaborate academic support mechanism. All the departments follow the syllabus of Cluster University of Srinagar for the U.G. and P.G. Level.