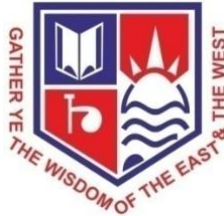


DYAL SINGH COLLEGE, KARNATAK



Established in 1949

NAAC Re-Accredited Grade 'A'

ISO 140001 and 9001 Certified

Website : dsckarnal.ac.in

e-mail: dsckarnal@gmail.com

Ph.: 0184-2252030/2251087

INFRASTRUCTURE POLICY

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The college has well-defined policies for the use and maintenance of existing infrastructural facilities. Duties are assigned to the faculty members to ensure equitable allocation and efficient utilization of facilities.

The college has the following infrastructural facilities:

- Department Rooms
- Class Rooms
- Laboratories
- Computers
- College Library
- Principal's Office and Administrative Office
- Locker Room
- Students' Notice or Bulletin Board
- Conference Room
- Auditorium
- Seminar Hall
- Girls Common Room
- Staff Room
- Canteen
- Medical Room
- NSS/ NCC/ Women Development Centre
- Youth Welfare Room
- Language Lab
- Business Lab
- Parking Area
- Sports Room
- Gymnasium/ Fitness Centre
- SBI Branch
- Sports Ground

- Botanical Garden and Lawns
- Rain Harvesting System
- Electrical establishments, Transformers and Generator, Solar Power Project
- Water Resources
- Fire Extinguishers
- Class IV Staff Quarters
- Washrooms

The College building has a great architectural and heritage value. It was this aspect that led to the recognition of the Main Campus Building as a “**Heritage Building**”. Additions were made from time to time as per the needs of the stakeholders keeping intact the originality of the main building. The college takes pride in being a **differently-abled friendly campus** with new ramps to provide access to Library, Administrative Block, Class rooms, Staff room, Girls Common Room ,Laboratories , etc. To ensure vigilance and security, CCTV has been installed at all important places in the campus.

Maintenance of Physical Facilities:

The College has constituted various committees for maintenance of existing infrastructural facilities. These committees are constituted by the Principal in consultation with the Advisory Committee which consists of 15% senior most faculty members and the Staff secretary. It is ensured that the Advisory Committee has representation from all the three streams - Arts, Commerce and Science.

Department Rooms:

The college has 16 Department rooms, each allocated for a particular subject being taught in the college. Allocation of separate rooms to each Department makes it convenient for the students to contact their teachers for resolving their queries and doubts.

All the Department Rooms are well furnished. Department Room is used by the Head of the Department and the Department faculty for carrying out day to day activities of the Department. There is a Notice/Bulletin Board in each of the

Departments where the schedule of extra-curricular activities, photos of activities organised by the Department, information regarding forthcoming seminars, conferences, workshops, etc. are displayed. There is a flex hanged on the wall of the Department Room which mentions the achievements of the students and faculty members. Most of the Department Rooms have sufficient number of lockers which are used by faculty members. Each department is equipped with Wi-Fi connected Desktop, air-coolers/ heaters and drinking water facility. Some of the Departments have their own Printers, Scanners, Laptops, LCD projectors, Screens and Departmental Library comprising of books for reference purposes.

Classrooms:

Most of the classrooms have front Platforms to ensure better eye contact between the teacher and the students. The classrooms have large blackboards/Green boards, podium, fire extinguishers and sufficient number of benches. Smart classrooms have Overhead Wi-Fi enabled LCD projectors with Roll-down screens cascading over the black or green boards.

The policy for allocation of classrooms ensures optimum utilisation of available resources. For the purpose of allocation of class rooms in a judicious manner, a Time-Table committee is constituted by the Principal in consultation with the Advisory committee. Time table committee consists of four senior faculty members from different streams and is responsible for judicious allocation of classrooms keeping in mind the workload of the faculty members, size of the class room and strength of students in a particular class.

The classrooms, boards and furniture facilities are utilized regularly by the students but these are also made available to government and non-government organizations for conducting various exams, elections, etc. Smart classrooms are used judiciously as per the requirements of the faculty members.

Duties for the cleanliness and maintenance of the classrooms are assigned to the non-teaching staff.

Laboratories:

The college has well-equipped Physics, Chemistry, Botany, Zoology, Biotechnology, Computer Science, Mathematics, Geography and Language laboratories. The Time-Table committee allocates these laboratories for conducting practical classes. The students are divided into batches for practical classes. The requirement for new equipments and consumables for different laboratories are submitted by the concerned

Head of the Department to the Principal for his approval and all the equipments or consumables purchased are entered in the stock register maintained by the respective departments and signed by the Head of the Department. Annual stock taking of the laboratories is done by the Custodial Departments with the assistance of the Lab staff. Lab staff is also responsible for the upkeep and maintenance of resources in the laboratories. Any damage or theft of equipment is brought to the notice of the authorities immediately.

Computers:

The college has adequate number of computers with internet connections and the utility softwares located in Principal Office, Administrative office, laboratories, library, Departments, NSS and NCC rooms etc. All the stakeholders have equal opportunity to use these facilities as per the rules and policies of the institution. The Administrative Office computers which are connected through LAN are loaded with necessary office softwares to ensure systematic and efficient discharge of office work and their use is restricted only to the office staff. The central computer laboratory connected through LAN is open for the students as time permits them. Computers, laptops and printers in different departments are available for use by the faculty members.

College library:

College library remains open from 09.00 a.m. to 04.00 p.m. on all working days for the students and faculty members. A membership card is issued to the students and they are required to produce the same at the time of borrowing books, etc. in

their name or at the time of availing different facilities. Outsiders such as research scholars, alumni and others can also use the library facilities with the prior permission of the Principal. The College Library is fully automated and provides user services through computer. The library is equipped with LAN facility for the computers which are loaded with the library software 'Koha'. Computers with internet facility in the library are available for use by the students as and when required during college hours. There are separate reading rooms for undergraduate, post-graduate and girl students, and faculty.

The Library is well-stocked and has a collection of over fifty eight thousand two hundred sixty one (58261) books on different subjects. Latest publications in the fields of Science, Commerce, Economics, Humanities and Social Sciences are periodically added to the collection. Annual budget for the purchase of books is passed by the Management and then books are purchased by asking for requisitions from different departments. After receiving requisitions, a centralised order for the purchase of books is placed with the pre-decided bookseller. The bookseller is decided in advance at the beginning of the financial year by inviting their quotations regarding discounts and other terms and conditions so that the time is not wasted in procedural formalities at the time of actual purchase of books.

The college has a well-maintained collection of about 3032 'Rare Books'.

The library subscribes to over 23 journals of national and international repute and more than 6500 e-journals. Some of the prominent journals are (*Economic and Political Weekly, Yojana, Journal of Marketing*) etc.

The library also subscribes to a number of National Newspapers and State Newspapers. Magazines such as Business India, Business Today, Business World, Competition Master, Competition Success Review, Pratiyogita Darpan, India Today, Outlook, amongst others have also been subscribed to by the library.

The library also provides access to e-resources.

The library has a "Book Bank" consisting of core texts books, which are issued to deserving students for the whole academic session.

The library has its own SMS service for sending messages of issue and return of books to the teachers as well as students.

Principal's Office and Administrative Office:

The College has a well-furnished, well-equipped and fully air-conditioned Administrative Block. The Administrative Block has Principal's Office and three other rooms – one for the head clerk and two rooms for the remaining office staff. One room has windows from where the office staff deals with students standing on the other side of the windows in order to avoid unnecessary entry of the students in the office. The Principal's office is well-furnished and has computer with Wi-Fi connection. Wall-mounted LCD Screen showing footage of CCTV cameras installed at different places in the campus area is also there to keep an eye on what is going on in the college campus. The Principal's Office has an adjacent Retiring Room where the Principal and visiting dignitaries can relax for a while during their strenuous working hours.

The Administrative Office is fully computerised along with the facility of scanner and photocopier machine. The store and almirah in the Administrative Office are used for storing all necessary documents and files. The keys of the store and almirah remain in the possession of the dealing hand.

Locker Room:

The College has a Locker Room where all important documents and records are kept safely under lock and key. The keys of the Locker Room remain in the custody of the Principal of the College.

Students' Notice or Bulletin Board:

Students' Notice or Bulletin Board displays important notices and information regarding co-curricular activities taking place in the college and other educational institutes. The students are required to keep themselves updated about college affairs.

Conference Room:

The conference room is well-furnished and is used for the following purposes.

- Meetings of different college committees
- Meetings of IQAC

Auditorium:

The college has an auditorium with a seating capacity of over 700 people. It is equipped with a large stage, two green rooms, and washrooms. This facility is used for:

- Organising seminars, conferences and workshops
- Cultural events like Talent Show, Youth Festival, Fests, etc.
- Alumni Meet
- Convocation

Seminar Hall:

The college has a fully-furnished air-conditioned Seminar Hall which is equipped with audio system, overhead Wi-Fi enabled LCD projector, screen and white board. All the arrangements in the Seminar Hall are made by the computer technician and electrician. The department intending to use the Seminar Hall has to take prior permission of the Principal for the same. In case the Seminar Hall is required for different activities at the same time then either the schedule of the activities is changed or priority is given to the activity deemed more urgent. The Seminar Hall is used for organising the following activities:

- Extension Lectures for students
- Guest Lectures for the faculty
- Placement Drives for students
- Staff Council Meetings
 - Competitions such as Declamation, Debate , Poetic Recitation etc. for students

Girls Common Room:

The college has a Girls Common Room for exclusive use by the girl students. GCR is a place where the girls can relax in their free periods. One of the female staff members is deputed as Incharge of the GCR and is responsible for ensuring the smooth functioning of all the facilities in the GCR. GCR has the following facilities:

- Adequate furniture
- Sanitary Napkin Vending machine with Incinerator
- Indoor Games like Carrom and Table- Tennis
- Water Cooler
- Clean and Hygienic Washrooms
- Magazines and Newspapers
- Notice Board to display Notices
- Dustbins
- First-Aid Kit
- One Female Attendant

Staff Room:

The college has a well-furnished fully air-conditioned Staff room. The staff room is a place for the teaching staff of the college to relax in their free periods. The staff secretary chosen unanimously or elected by the staff members is responsible for the upkeep and maintenance of the same. Within the main staff room, a separate room has been earmarked for exclusive use by the female staff members. The college staff room has the following facilities:

- RO system for safe drinking water
- Refrigerator
- Microwave Oven
- Crockery
- LCD with cable network
- Clean and hygienic washrooms (separate for male and female staff)

- Comfortable furniture
- Lockers for the Staff members
- Display board for notices & circulars
- Bio-Metric Attendance Machine
- Dustbin
- Newspapers
- First Aid Kit
- One Attendant

Outsiders are not allowed in the staff room. However, staff members are allowed to entertain their acquaintances in the staff room.

Canteen:

College canteen is one of the most happening places in the campus. It is a place to relax, interact and rejuvenate. The college has a spacious canteen having a cooking area and separate eating places for boys, girls and staff members. A Canteen Committee is appointed by the Principal which regularly inspects and surveys the hygienic conditions of the canteen and the food prepared and served there. The policy for allocation and maintenance of the canteen is as follows:

- The canteen space is sub-let to an outside contractor by inviting tenders
- It is the responsibility of the contractor to keep the canteen clean & hygienic.
- Food items & beverages are sold on affordable and pre-approved prices.

Medical Room:

The college has a Medical Room to provide immediate medical assistance to students and staff members. A visiting doctor visits the campus daily for two hours.

NSS and NCC:

The NSS Unit of the college provides a platform to students for active participation in community service. The unit organises special camps in nearby villages. One-week long NSS camp is organized every year where students undertake various social welfare activities like Blood Donation Camp, Tree Plantation and Awareness Programs on Drug De-Addiction, AIDS, Gender Sensitisation, Adult Education and other social issues. The NCC unit of the college aims at fostering 'esprit de-corps' among the cadets and instil in them the qualities of character, courage, discipline and selfless service for the defence of the country. Two units of the NCC - Army Wing and Air Wing function in the college. Membership of the NCC / NSS is voluntary and selective.

Women Development Centre :

Women Empowerment and Gender Equality are the most important social issues. To create a gender sensitized community within the campus as well as in the society, Women Development Centre has been constituted in the college. All the students of the college are members of the Women Development Centre (WDC). It organises various academic, legal, medical, cultural and social events for the upliftment and empowerment of women and to spread gender equality in the society through the students of the college.

Youth Welfare:

For the holistic development of students, the college organises a number of co-curricular activities under the aegis of Youth Welfare & Cultural Affairs Committee. Various sub-committees such as Theatre, Poetic Recitation, Debates and Declamation, Singing, Dance, and Mime and Mimicry are constituted. Talent Search Competition is organized at the beginning of every session. The teachers in charge of each sub- committee encourage students to participate in Intra-college and Inter-college competitions and display latent capabilities. Specialized guidance and training from resource persons and professionals is provided to the

students for participation in Youth Festival as well as in Inter-college competitions.

Language Lab:

The English Language lab provides a different experience from the conventional system of teaching and learning communication skills in English. Students from rural areas who are generally weak in English can have sufficient audio training in the language lab. It aims at confidence-building among students for interaction and presentations in English. The basic purpose of the lab is to provide the students a platform to enhance English language skills, communication skills and to practice soft skills.

Business Lab:

Recognising the importance of much needed practical exposure to students in the field of Trade, Business and Commerce, a Business Lab has been established in the college. The lab provides practical orientation to students by linking the subject syllabi with practical training in the lab. The Lab is equipped with sufficient number of computers loaded with Tally software.

Zoological Museum :

The college maintains a Zoological Museum as a part of Zoology Department in which animal embryos collections are kept (animals in fixing fluids , dried, or specially prepared animals, stuffed animals , skeletons, hides and articles made from horns , bones, shells, etc.). The specimens collected from various places are classified systematically and arranged in order. The museum has hundreds of specimens spanning the entire animal kingdom, from elephant skeleton, to birds, reptiles, insects and molluscs. The museum is a desirable teaching aid which helps the teachers in explaining the evolution, conservation and diversity of animal life.

Parking Area:

The college has separate parking areas for boys, girls and staff members. For regulating entry, parking coupons are issued to the students using the facility. A class IV staff member (Male for Boys Parking Area and Female for Girls Parking Area) is deputed by the Principal for vigilance over the parking area. They also take coupons from the students when they park their vehicles and return the coupons at the time of exit.

Gym/ Fitness Centre:

There is a multi-station Gymnasium in the college campus for its students and staff members. There are 12 stations with the required equipments for body building.

Sports Facilities:

The college has been excelling in sports. Participation in different sports fosters the qualities of leadership, teamwork, discipline, and sportsmanship in the students. Every year the college holds Inter-class, Inter-college and Inter-University matches and also Annual Sports Meet. Coaching facilities to the players for different games are provided for their proper training and grooming.

The college has athletics, Cricket, Basket Ball, Badminton, Table Tennis, Shooting, Volleyball, Chess, Kabbadi teams.

SBI Bank Branch:

The college has a branch of the State Bank of India to extend banking services to students, and staff members and general public.

Botanical Garden and Lawns:

The botanical garden and college gardens are maintained by the gardeners appointed by the college. The gardeners remove trash from the college gardens, mow the lawns, trim over-grown bushes and trees, water the plants and trees and maintain and upkeep the college ground and lawns. The Principal appoints a committee for the beautification of the campus. The committee guides the

gardeners in landscaping and plantation of medicinal plants, other plants and flowers. The committee also initiates the purchase of ornamental, medicinal and other plants from nurseries. It also gives suggestions for cutting and removal of hollow trees.

Electrical Establishments, Transformers and Generator, Solar Power Project:

The Administrative Block, Staff Room, Auditorium, Seminar Hall, all labs and classrooms are provided with power backup. The college has a power generator to provide power, in the event of main electricity failure. The college has the additional facility of online/offline UPS, which provides automatic backup in case of main electricity failure. The services of electricians are available within the campus. Electricians are responsible for the uninterrupted power supply and maintenance of equipments like generator sets, general lighting, solar panels etc. There is a complaint register in the office of the Head Clerk where complaints regarding any kind of faults are entered. The Head Clerk then takes the matter to the Principal and duties are assigned for the necessary repair work.

Water Resources:

The services of plumbers are availed from outside sources. Servicing of water purifiers and cleaning of water tanks is also performed regularly by the outside service providers. There is a complaint register in the office of the Head Clerk where complaints regarding any kind of faults are entered. The Head Clerk then takes the matter to the Principal and the repair work is outsourced to the outside agencies.

Fire Extinguishers:

The college also has fire extinguishers that are maintained and placed strategically in keeping with fire safety norms.

Staff Quarters :

There are eight staff quarters for the non- teaching staff members of the college. The quarters are allotted on the basis of merit after the scrutiny of applications received.

Road Safety Club:

A Road Safety Club has been constituted to make the students aware about road safety rules and regulations. The club organises a number of workshops throughout the year to impart such information as well as to assist students in applying for licences.

Alumni Meeting Room:

A room has been allotted by the Principal to the Alumni Association of the college. Alumni Association Executive members meet regularly in the meeting room to discuss about their participation in various college activities.

Security Guard Room:

There are two security guard rooms which are used by the security guards of the college during night shifts.

Washrooms:

Sufficient number of washrooms are available separately for girls, boys and staff members. Washrooms are kept clean and hygienic by the appointed sweepers.

General Maintenance:

The college ensures regular upkeep and maintenance of infrastructural facilities through trained in-house experts as well as appropriate outside agencies. The campus is cleaned daily by the sweepers appointed by the college authorities. The Head Clerk allots different sections to each sweeper for cleaning and maintenance.

The services of electricians, and computer technicians are available within the campus while services of plumbers are availed from outside. Electricians are responsible for the uninterrupted power supply and maintenance of equipments like generator sets, general lighting, solar panels etc. Computer technicians ensure regular support services related to computer hardware and software. They also allot Wi-Fi passwords to individual students and faculty members. Annual Maintenance Contracts (AMCs) are signed with the external agencies/private vendors for the maintenance of computers, LAN, servers, printers, projectors, scanners, laptops, biometric attendance system, water-coolers and water purifiers. There is a complaint register in the office of the Head Clerk where complaints of any kind of faults are entered. The Head Clerk then takes the matter to the Principal and duties are assigned to the in-house maintenance staff for undertaking the necessary repairs or to the concerned committees for necessary action. If the magnitude of expenditure likely to be incurred is below a specified limit, the repair work is carried out without inviting quotations. But if the expenditure involved is more than the specified limit, then quotations are invited (minimum three quotations) giving sufficient time to the contractors to submit their tenders. Tenders are then opened on a pre-decided date in the presence of the Principal, Bursar and members of the concerned committee. A comparative statement of all the valid tenders is made and the tender is awarded to the contractor with the lowest quotation. The statement is signed by the committee members, Bursar and the Principal. An official letter is then sent to the successful contractor. Regular pest control spray in the college premises is done with the help of local experts. For safety of the students, security personnel are deputed at the college gate where the entry and exit of outsiders is observed and recorded. Moreover, the entire college campus is under CCTV surveillance.

For regular maintenance of college building, white-wash and paint of the college building is done as per schedule on a cyclical basis or on need basis. The Principal in consultation with Construction & Maintenance Committee of the college decides about the construction, renovation and repair of the existing structures as per requirements. The actual work is carried out only after getting permission from the Management.

The College website is maintained by M/S Xinie IT Solutions Pvt. Ltd., SCF 30, first floor, Sector 13, Karnal, Haryana.



(Dr Ashima Gakhar)
Principal



(Sushil Kumar)
Convener
IQAC



(Dr Kushal Pal)
Incharge
Quality Policies