

CHILDREN T.T. COLLEGE

NEAR POLICE STATION, DADABARI, KOTA (RAJ.) 324009

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4.4.2 - There are established systems and procedures 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. The library committee organizes reading sessions and

Competitions among students and teachers, appeals to and organizes students, teachers, alumni, guardians to donate books.

An entry register is maintained which records all the names and details of students and staff who enters the library for accessing.

The time they leave the library is also to be recorded.

Complete list of library books are maintained in the system, which facilitates the users to • browse and find for books and journals.

MAINTENANCE OF LABORATORY

The laboratory equipments, 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. The Science students of the college as well as those of five associate schools are taught and trained about the use and maintenance of laboratory items.

MAINTENANCE OF SPORTS FACILITY

Students' union sport secretary 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 secretary and the advisor of the Student Union of the college. The college authority purchases them by calling quotations from the reputed sport outlets. Periodically necessary steps have taken by the authority to develop the sport activities of the students. A pavilion has also been made for the students within the campus, so that the students can enjoy the events of sports week, organized in the college. Students with excellence and achievements are publicly felicitated and also supported financially to the extent possible.

MAINTENANCE OF COMPUTERS & ICT FACILITIES

The office of the principal decides about purchasing necessary IT equipments 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. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary. There is an ICT cell in the college which looks after the maintenance of the computers and facilities. Few part-time employees are also entrusted with use and maintenance of these facilities. The name of the students, and their group consisting of a specific number

should be presented in the lab. Students' time table and date on which the laboratory work conducted should be kept in the laboratory. The name of the experiment and the nature of the laboratory work to be performed for individuals and group should be maintained. The period of duration of the practical sessions are maintained. Updated Antivirus software is provided in all the computer systems.

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. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements are found the purchase committee are appraised of the requirements. The purchase committee makes the purchases after approval from the Principal.

All classrooms are maintained properly. Classrooms are allotted to peons for daily cleaning. Broken desks are repaired and damaged desks are replaced by new ones. The maintenance charges are borne by the Management.

Civil department of the college performs the building maintenance and the repair works inside the campus. All classrooms have adequate furniture, LED lights, fans and multiple electrical points. Repair works, replenishment of furniture, blackboard, electrical and plumbing are carried out at every year. Academic blocks are installed with pure RO water supply. Every academic block is provided with power backup using generator. Record and verification of Infrastructure Complete record of all infrastructures, software, and other maintenance work is maintained by each department. A periodic verification is carried out to find out and replace any missing or obsolete items. The in-charge committees will take necessary action for the missing and obsolete assets. Depreciation Annual depreciation is provided to the assets, based upon its type, the rate of depreciation differs. The amount of depreciation shall be annually written off from the balance sheet.

STUDENT SUPPORT & 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 sub committees besides the students union. 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.



Principal

PRINCIPAL
CHILDREN T. T. COLLEGE
Near Police Station Dadabari
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