

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

**Infrastructure:** The construction, maintenance and repair of physical infrastructure of institution is done by the PWD, Govt. Of Punjab. Whenever, a grant is received, the funds are transferred to PWD and infrastructure is developed and maintained accordingly. Routine repair work is done by the committee formed by the Principal.

**Laboratory:** Laboratories are maintained by the Higher Education Institute Society.

**Library:** The College Library is very rich in printed books, Magazines and News Papers. College Library is the Hub of teaching learning process. The Teachers and the Students visit the Library regularly to augment their knowledge. College Teachers often accompany students to the Library to help them consult reference books .In addition to this many departments have departmental Libraries also from where the students and staff can get the books, they want. In the beginning of each academic session, the Library in-charge informs students about the library rules as well as facilities provided to them in library. The library staff extends a helping hand to all students in finding Library resources especially to the physically challenged students by getting them books issued on priority basis.

All the students enrolled in the college are eligible for library membership. For this, they will be required to produce fee receipt and two photographs. All bonafied students will be issued identity and Library card which they are supposed to keep on their person and produce the same on demand. A member may borrow the books from the circulation section. Each student is eligible to borrow two Books at a time. Books are issued for 14 days after any delay fine @ Rs. 1/ per day volume is charged. Before getting a book issued, it should be checked and any marking, mutilation, missing pages should be brought to the notice of the Library in-charge, failing which the student returning the damaged book is held responsible.

**Sports Complex:** The sports complex of the college is upgraded from time to time as per need of the students. Its maintenance is ensured by the sports department.

**Computers:** Recognizing the importance of IT as complementary process in education, the college administration, in co-ordination with HEIS committee of the college, makes plans regarding this matter.

**Classrooms:** Classrooms are assigned in the time-table according to class strength by time-table in-charge. Regular cleaning and maintenance is also carried out. Regular monitoring of electrical fixtures is done by Electricity committee of the college.

  
**Principal**  
**Nehru Memorial Govt. College**  
**Mansa**