**Procedures and policies for maintaining and utilizing physical, academic and support facilities**

* Govt. College, Nalagarh is spread over 150 bighas including Science, Arts RUSA Blocks, two Hostels. Playgrounds, Residential Complex, sufficient parking facility and Forest Area. The funds for new buildings and upgradation of existing facilities are made available through various agencies like Govt., RUSA, UGC, College Building Fund, PTA, CDF, CSR etc., either at Govt. Level on their own or on the recommendations of College Advisory Committee. Funds are utilised after observing all codal formalities. Work estimates are prepared in advance through standard agencies like PWD prior to sanction of funds. The major works are executed through PWD and some minor works are executed at Principal Level. Proper completion certificates are procured before the handover of new property or renovated property.
* The purchases are made as per HPFR-2009 and HPFR-I, II as applicable. Proper stock register, issue register, utilisation registers and other related documents are maintained at departmental as well as college level. Stock verification of various departments and library are done every year. The stock is audited regularly by LAD. Utilisation, disposal and write off is done as per the rules of UGC, HPFR-2009, HPFR-I, II and after due sanctions from competent authorities.
* Principal constitutes various committees including Electricity, Water Committee, Campus Beautification Committee, Sanitation and Hygiene Committee, Disaster Management Committee, Building Fund Committee and others to ensure optimum utilisation and maintenance of resources and facilities.
* For the protection of the college property, two security guards are deputed at entry and exit gate for day and night separately. Camera Monitoring System and Fire extinguishers are installed as per technical requirements.
* Sufficient numbers of sweepers are hired to clean buildings, toilets, classrooms, laboratories etc. Class IV employees are appointed for the upkeep of the campus.
* Sufficient numbers of implements like cricket pitch roller, electrical grass cutter and spraying machine are procured for maintaining the beauty of the campus lawns and play grounds.
* Students play important role to maintain the campus through voluntary contributions made under NSS, NCC, Ranger and Rovers and various clubs. Dustbins are placed throughout the campus and foot mats are placed at various entry points. Sports persons do a lot to maintain sports facilities.
* Canteen is outsourced.
* SLA and LA are assigned to various laboratories in order to facilitate teachers for real time utilisation of the laboratories by the students. They are responsible for maintaining equipments and laboratories.
* The Librarian is helped by Class IV employees for smooth functioning of the library, which is open during working hours.
* ICT facilities are installed throughout the campus for optimum utilisation by all students as well as staff. The library, staff room and various departments are computerised. Two computer labs are specially dedicated for students of computer applications.
* Classrooms are used strictly as per time table. Playgrounds, Gymnasiums and other sports facilities are used strictly as per specified norms.
* For round the hour electricity supply, 125 KW generator and inverters are installed.
* Plantation drives are undertaken each year. Electrician, Plumber and Mali are hired on daily wage basis.