**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 2, Hostels ,Playgrounds, Residential Complexes and Forest Area. Auditorium with modern facilities is under construction. The funds are provided by the Govt.

The funds for new buildings and up-gradation of existing are made available through various agencies like Govt., RUSA, UGC, College Building Fund, PTA, CDF, CSR and others either at Govt. Level on their own or on the recommendation of College Advisory Committee.

 All funds are utilized 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 the College Administrative 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 registers, issue registers, utilisation registers and others are maintained at departmental level as well as at college level. Stock verifications of various departments and library are done every year. The stock is audited regularly by Local Audit Department . Utilization, disposal and write off is done as per the rules of UGC, HPFR-2009, HPFR-I, II and after due sanctions from competent authorities.

 The Principal constitutes various committees including Electricity Water Committee, Campus Beautification Committee, Sanitation Hygiene Committee, Disaster Management Committee, Building Funds Committees and others to ensure optimum utilization and maintenance of facilities.

One chowkidar at main gate safeguards the property during the day and another during the night.

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 allotted facilities to upkeep. 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 an important role in maintaining the campus through NSS, NCC, RR and clubs. Dustbins are placed throughout the campus and also foot mats are placed at various entry/exit points. Sportsperson do a lot to maintain sports facilities.

Canteen is outsourced.

SLA and LA are assigned and attached to various laboratories in order to facilitate teachers for real time utilization of the laboratories by the students. They are responsible for maintaining and upkeeping of the equipment and laboratories.

Librarian is assisted by Class IV employees for smooth functioning of the library which is open during working hours.

Information and Communication Technology facilities are installed throughout the campus for optimum utilization by all students as well as staff.

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, a 125 KW generator is installed.

Solar street lights are installed in the campus to fulfill green initiative. Plantation drives are celebrated each year.

Electrician, Plumber and Mali is hired on daily wages basis.