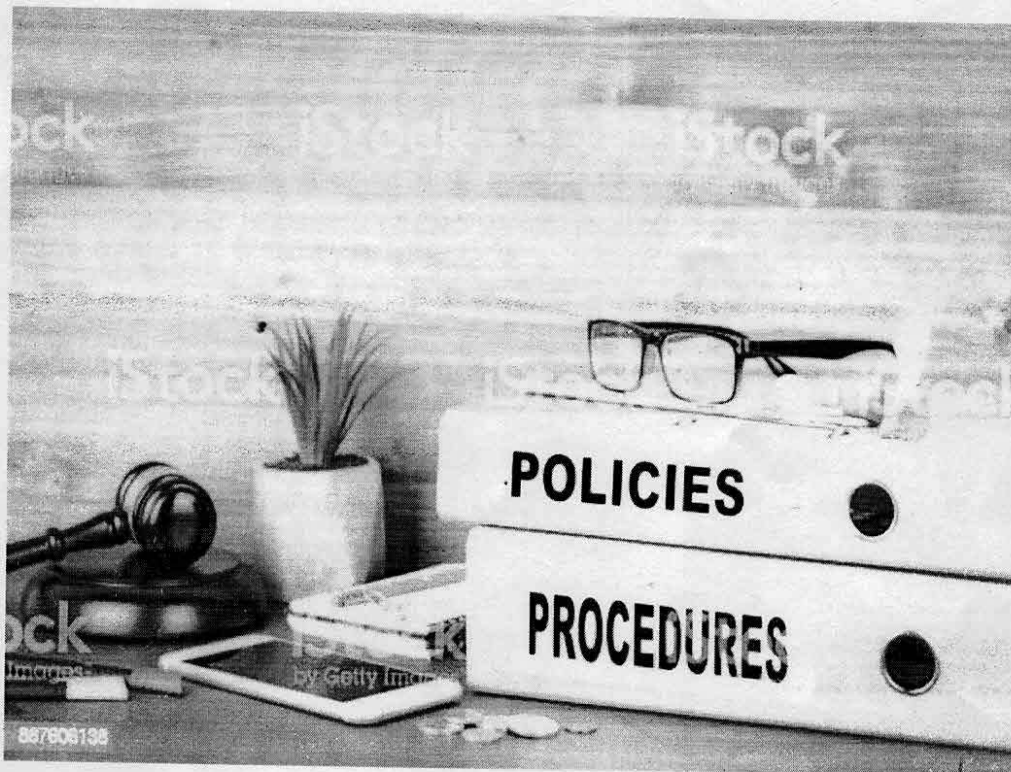




# DAYANAND COLLEGE, HISAR

Accredited with 'A' Grade by NAAC  
Governed by DAV College Managing Committee, New Delhi  
Affiliated to Guru Jambheshwar University of Science & Technology, Hisar



## PROCEDURES AND POLICIES

For Maintenance and Utilisation of Infrastructure.

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## DEPARTMENT OF BIOTECHNOLOGY

### Policies and Procedures for Utilization and Maintenance of Biotechnology Laboratory

The care and maintenance of laboratory equipments is an integral part of quality assurance in the labs. Well-maintained lab equipment ensures that experimental observations and inferences are consistent and reliable, which in turn impact the productivity and integrity of the outcome produced. Furthermore, since laboratory equipment generally demands a significant amount of the budget, good maintenance contributes to cost-cutting measures, by lowering the chances of premature repurchases and replacement. In addition, routine maintenance ensures that lab equipment is safe for use through highlighting and repair of faulty equipment and equipment parts.

#### INTRODUCTION:

Biotechnology laboratories are equipped with different grades of chemical supplies and equipment that may pose a hazard if used carelessly, therefore, it is extremely important to learn the handling and maintenance procedures before initiating the experimentation protocol.

The Department of Biotechnology is engaged in teaching the subject of biotechnology to the students at under graduate level (**B.Sc. Three-year degree course**) and at post graduate level (**M.Sc. two-year degree course**). Laboratories and classrooms are equipped with modern instruments and teaching aids. We have **four laboratories** named as **Biotechnology lab 1,2,3 and Plant Tissue culture lab**.

It is advisable to the students to follow mandatory guidelines while working in the labs. Lab notebooks should be maintained and graded in the lab. The Bridge lecture prior to the practical work should provide background and relevant information about the solutions, preparation, procedure and related techniques along with necessary precautions need to be followed.

#### Laboratory Rules and Precautions:

All the students in a laboratory must have an orientation before starting the work. The new student should be given instructions as to how to operate major equipment including microscope, weighing balance and pH meter etc. The orientation should also include potentials for fire, broken glasses, spill of chemicals, cuts with sharp tools like scalpel, blades, etc. handling hazardous chemicals, UV, disposal of wastes like contaminated media and cleaning up of spills.

#### Some of the Do's and Don'ts are:

1. One must wear an Apron before entering a laboratory area in order to avoid undue exposure to chemicals and heat.
2. Clean the working area with disinfectants like 95% alcohol or dilute detergents like savlon or lyzol prior to onset of experimental work.
3. The working slabs should have minimal glass-wares and equipment that are needed along with a record notebook.

4. Do not smoke, drink or eat in the laboratory.
5. In case of injury, either apply an antibacterial cream or inform your teacher.
6. Spilt/exposed microbial cultures should be treated well with ethyl alcohol (after putting off the Bunsen flame) or any other disinfectant for some time followed by the regular cleaning of the area.
7. Minimal clothing, well trimmed nails and neatly tied hair are strongly recommended to avoid contamination and infection.
8. Turn off the Bunsen flame when it is not in use.
9. All microbial cultures should be handled with utmost care & precision.
10. Maintain In-use liquid cultures, supernatants and glass-wares in autoclavable containers.
11. Discard contaminated plates and plastic containers in autoclavable bags.
12. Do not pipette out broth cultures, concentrated acids and alkalies by mouth.
13. All culture tubes must be kept in upright position in baskets or stands.
14. Labelling of Petri plates, tubes, flasks, etc. should be done before starting an experiment.
15. Materials like chemicals, stains, reagent bottles, unused glass-wares, etc. must be replaced in their original place.
16. Tools like scalpel, forceps, inoculation needles, etc. that come in contact with cultures or agar medium (sterile) should be sterilised by making the portion that goes into tube or Petri plate, red hot on Bunsen flame, cool in 95% alcohol and flame heat it by passing over the flame to burn off alcohol.
17. Clean microscope lens before and after use.
18. Keep the doors and windows closed while inoculating or during transfer of sterile cultures.
19. Toxic chemicals should be handled with mandatory precautions .
20. Broken blades, sharp instruments and broken glass pieces should be disposed in separate containers.
21. First aid kits must be placed in each laboratory.
22. Do not expose yourself to UV rays.
23. Proper Hand wash and cleaning of the working area & inoculation chamber after use is strongly recommended before leaving the laboratory.
24. It is advisable to prepare a flowchart regarding the experimental protocol prior to each practical conduct.

#### **A. Standard Operating Procedure for Maintenance of Lab Equipment**

Standard operating procedures (SOPs) are must for all complex lab equipment. This ensures that the correct use and maintenance of the equipment is integrated within routine work. Detailed instructions of equipment use should be sourced from the manufacturer's operator manual. The SOP can be written by the teacher or lab staff that frequently works with the specific equipment. The SOP should also be easily accessible at the workbench.

A proper SOP should contain the following;

- The title and description of the content/scope of the SOP.
- Definitions of all abbreviations used.
- An outline of the personnel responsible for the equipment or involved in its use, including their qualifications and training requirements.
- Detailed instructions for the use of equipment, containing the do's and don'ts of operating them.
- A description of quality control and maintenance.
- Instructions on waste management, where applicable.
- Reference documents, such as manuals used to prepare SOP and manufacturer's websites, should be outlined for use when further information is required.

## **B. Equipment Maintenance Documentation**

This is a collection of all the information regarding particular equipment. It is a reference archive for equipment maintenance that can be used to understand the history of the equipment.

There are two stock registers outlines equipment identification and descriptions like equipment name, model number, manufacturer, purchase date, warranty, model, etc. It also contains description of repair work, parts replacements, tests, measurements, adjustments, or deep cleaning done on the equipment.

Other stock register contains information about chemicals and kits purchased every year.

## **C. Preventive Maintenance Program**

A preventive maintenance program ensures that the equipment is functioning with minimal interruptions and within the manufacturer's specifications. It maximizes the equipment operational efficiency and reduces overall costs.

### **General Care Tips for Lab Equipment**

#### **General Cleaning**

Lab cleanliness is one of the easiest, most affordable and most obvious ways to keep your lab in great working conditions.

It is advisable to:

- Carry out a daily wipe down of all equipment exteriors
- Carry out a weekly deep clean of all equipment
- Carry out a regular deep clean of microscopes using a 70:30 mixture of ether and alcohol - this ensures that they are sufficiently clean to yield most accurate results

#### **Calibration**

Failure to regularly calibrate equipment can lead to a lack of accuracy with your data, an oversight which could end up bringing entire experiments to a halt. Additionally, proper calibration can also improve lab safety wherever hazardous chemicals are used.

### **Repairs**

- From time to time, lab items will wear out and stop working. But, rather than immediately disposing of faulty equipment, take the time to see if parts could be replaced or items can be repaired instead.
- An equipment should be timely updated and maintained instead of merely disposed of, which not only ensures its precise working but also provide durability.
- Particularly with larger items, repairing and replacing parts can be an effective way to increase lifespan and keep down costs. Due to the nature of the items, some parts will wear quicker than others but, when adequately managed; these can be replaced in time to prevent problems or burnout. Consider centrifuges, filtration systems and microscope lenses: each of these can be simply replaced without the need to dispose of the entire machine.
- If parts are showing signs of wear and tear, consider replacing them at this preventative stage.
- Put the equipment back together

### **Laboratory Glasswares Maintenance Documentation**

A record register is maintained for issuance of chemicals & glasswares to students. Students are divided into groups. glasswares are issued and returned after experiments.

### **Restock hand washing stations**

Handwashing sinks must be kept clean, while disinfectant soap dispensers and towels should be within easy reach. If the sink becomes clogged, then the issue must be immediately dealt with to reduce the risk of backup and contamination.

### **Clean all lab equipment**

Before beginning a experiment, be sure to check the required equipment for their cleanliness. Upon finishing the experiment, equipment must be cleaned according to established standards.

### **Inventory the contents of refrigerators and freezers**

It's important to maintain an inventory of any items that require storage in refrigerators and freezers and include important information on the contents' origin and expiration dates. Regular rotation makes inventory maintenance and timely disposal of expired items a lot easier.

## Broken glass disposal

Designate a rubbish bin for broken glass and materials with sharp edges and keep it in a location all staff can easily reach. Don't allow the bin to reach capacity; when the bin is half-full, dispose of its contents.

## Inspect emergency equipment

Schedule regular inspections of your lab's fire safety. First aids kits should be kept in easily reachable areas, while fire extinguishers need to be regularly checked to ensure they're fully charged and properly stored.

## Basic Requirements of Biotechnology Laboratory:

These are the following instruments and materials present in the biotechnology laboratory.

### Instruments and Appliances:

Sr. No	Name of the Instrument	Sr. No	Name of the Instrument
1	Deep freezer	19	Soxhlet Apparatus
2	Chromatography Chamber	20	Kjhel Dahl Apparatus
3	Olympus microscopes	21	Counting Chamber
4	Inverted Microscope	22	Micro tissue homogenizer
5	Digital Spectrophotometer	23	BOD incubator
6	Gel Electrophoresis	24	Spin Win Centrifuge
7	Gel Electrophoresis Power supply	25	Autoclave
8	Distillation apparatus	26	Electronic balance
9	Oven (36x24x24)	27	UV Tran illuminator
10	Incubator(36x24x24)	28	Magnetic Stirrer Hot plate
11	Centrifuge Machine (4x15ml)	29	Vortex Shaker
12	Centrifuge Machine (6x15ml)	30	Cooling Centrifuge
13	Water Bath (12 holes)	31	PCR Eppendorf
14	Water Bath (6 holes)	32	Digital pH meter
15	Magnetic Stirrer Hot plate	33	Electrophoresis Chamber
16	Vortex Shaker	34	Small model Gel Electrophoresis
17	TLC apparatus	35	Hot plate
18	Laminar Air Flow	36	Digital Photo Colorimeter

## **Instrumentation for Maintenance of Records & Data Outcomes:**

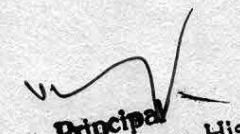
### **Data Operating Unit (Computer, Printer & Scanner)**

We have two computers, printer and wi-fi system in department. Students are allowed to use internet facility and work on computers any time for their project works & Bioinformatics practicals.

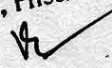


**Dr. Vivek Srivastava**

**Head, Department of Biotechnology**



**Principal**  
**Dayanand College, Hisar**





## **Procedures and Policies for Maintenance & Utilisation of Botany Laboratories**

Department of Botany has two well equipped laboratories with enriched collection of different plants of various species including algae, fungi *etc.* There is one store room for chemicals and glass wares in a well-organized manner. We have skilled laboratory staff for taking care of laboratories and timely maintenance of equipments. Through our B.Sc. programme, we envision to prepare students for future by imparting quality education of the basic, applied and advanced aspects in plant sciences.

### **Lab Usage**

- ◆ Students are oriented and re-oriented about lab rules and safety precautions during the start of each semester and in their first lab classes.
- ◆ Instructions regarding handling hazardous chemicals, disposal of wastes, cleaning up of spills and operation of instruments are given.
- ◆ The instructions are reiterated through printed information in lab manuals.

### **Infrastructure and Maintenance**

- ◆ Department has excellent infrastructure with spacious laboratories, with abundant natural light facilitating the use of microscopes.
- ◆ Laboratories are well equipped with instruments like Compound Microscope, Dissecting Microscope, Oven, Incubator, Microtome, Doom Microscope, Fridge, Binocular, Water bath, Hot plate *etc.*
- ◆ Along with this a separate museum is also developed which evokes interests among the students about the subject. A very rich collection of plant specimens of algae, fungi, bryophytes, pteridophytes, gymnosperms and angiosperms are there.
- ◆ Educational charts, diagrams, models depicting plant anatomy, embryology and morphology related to syllabus are displayed to enhance learning potential of the students.

### **Maintenance of Laboratory**

- ◆ The department has an established system and procedure for maintaining different infrastructural facilities in Laboratory.
- ◆ Regular maintenance of laboratories, equipments and water supply is done by lab attendants and supervised by head of department and faculty in-charge.
- ◆ Record of the maintenance and the stock register is maintained by lab. assistant. There are two type of stock registers for consumable and non-consumable items separately.

- ◆ A separate daily issue register is also maintained by laboratory assistant for students, in which record of items, chemicals, glassware etc. used by students is maintained.

### **Purchase and Installation of Laboratory Equipment**

Purchase of instruments is done as per the requirement given by teacher in-charge, by calling for comparative quotations from various vendors and selection for the instrument or equipment is based on the requirement and the annual budget allotment to the department. The purchase is done on lowest rate quotation. Installation of equipment is done by the vendor in the presence of lab assistant, in-charge of the instrument and testing is done for its functionality.

### **List of Important Equipments/ Instruments**

The Departmental laboratories include following important instruments/equipments:

Sr. No.	Name of instruments/equipments
1	Doom Projection Microscope
2	Compound Microscope
3	Binocular Microscope
4	Field Microscope
5	Incubator
6	Autoclave
7	Laminar Air Flow
8	Biological Oxygen Demand (BOD) Incubator
9	Arc Auxanometer
10	Phototropic Chamber
11	Water Bath
12	Geotropism Apparatus
13	Visualizer
14	Vertical Autoclave
15	Oven
16	Hot Air Oven

17	Vortex Shaker
18	Magnetic Stirrer
19	Electronic Balance
20	pH Meter
21	Centrifuge
22	Computer with Wi-Fi and internet facility
23	HP laser Printer
24	Projector
25	Smart Board

#### Chemicals and Glassware

- ◆ **Alphabetical arrangement of Chemicals:** All the chemicals required are arranged in alphabetical order, enabling easy retrieval and replacement.
- ◆ **Store room for Chemicals:** A well-organized store room for Chemicals and glassware is maintained in which chemicals are stored appropriately at proper temperature and storage conditions.
- ◆ **Purchase of Chemicals:** The lab assistant and the faculty in-charge check availability and purchase of chemicals is done as per the college's purchase guidelines, by calling for competitive quotations from vendors.
- ◆ **Preparation of Lab. Solutions:** Lab assistant in-charge of chemicals prepares lab solutions in advance (at least a day or two before the lab. day).
- ◆ **Issue of Glassware to Students:** Glassware needed for each class's labs is issued to students, who use them when needed. Breakage of any item is recorded in the stock register.
- ◆ **Stock Checking:** Stock checking of equipments, chemicals and glassware is done at the end of every academic year which is duly acknowledged by the faculty-in-charge faculty from an allied department (who audits the stock account) and Head of the Department also.

#### Preserved Material and Specimens

- ◆ The labelled specimen is put in museum rack along with the specimens of the same or nearest species of algae, fungi, bryophytes, pteridophytes gymnosperms and angiosperms.
- ◆ Replacement or addition of preservative is done whenever necessary.

- ◆ Along with all these, proper management of permanent slides, microscopic organisms is also done.

No. of preserved specimens and models	more than 150
No. of permanent slides	Approx.150
No. of charts in lab. Display	Approx.60

### General Safety Principles for Students

Students are advised to follow the below mentioned rules while working in laboratories:


- ◆ To wear a lab. coat before entering a laboratory.
- ◆ To conduct themselves in a responsible manner at all times in the laboratory.
- ◆ To avoid entering the chemical storeroom unless accompanied by lab. Staff.
- ◆ To ensure proper labelling of glassware, chemicals and experimental information.
- ◆ To report all accidents, spills or broken glassware and damage of equipments.
- ◆ To keep their laboratory area clean.
- ◆ To keep their bags, packs and purses in appropriate places and off the lab. tables.
- ◆ To avoid handling electronic devices or phones while working in the lab. Without the permission of their faculty.
- ◆ They are advised to keep hands away from their face, eyes, and mouth while working with chemicals, preserved specimens etc.
- ◆ To be familiar with the location of emergency equipments such as fire extinguishers, wash areas, emergency phone number and to know the appropriate emergency response like first aid procedures, before beginning the work

Principal  
Dayanand College, Hisar

## DEPARTMENT OF MANAGEMENT

### Policies and Procedure of maintenance and utilization of infrastructure of Management Department.

- There is a well established system in the college for the optimum use of available infrastructure and its regular maintenance.
- The students of management utilize the rich infrastructure of the computer labs and ICT facilities in the college.
- The students attend the computer lab according to their schedule
- The students are divided into groups as per university norms for the proper usage of the resources.
- Students have the facilities of printer if they want to use it.
- Internet facility is also provided to the students and they are allowed to use the computer facility even after their scheduled time.
- The department arranges industrial and educational visits for the students for their practical knowledge of the subject.

  
Principal  
Dayanand College, Hisar


## DEPARTMENT OF CHEMISTRY

### Procedures and Policies for

### Maintenance & Utilisation of Chemistry Laboratories

#### About Laboratories:-

1. We have four Laboratories named as C1, C2, C3, and C4. Each Lab is being maintained by individuals Lab Attendant for its cleanliness, fans, Water, Drainage, Chemicals.
2. Students are divided into groups; Equipments are issued and then returned after experiments.
3. Any demand requirement or discrepancy is raised by the Lab Attendants, brought in the notice of Principal, application is written then order form is filled, Quotation invited signed by purchase committee, lowest priced items, chemicals purchased as per GST, CST rules.
4. Local maintenance is done by central maintenance committee.
5. Our Dept. has its own Book Bank for needy students.
6. We have our own Scanner cum Printer & Wi-Fi system.
7. Fire Extinguisher training is also given to our students.
8. Models are prepared in our Lab by the students for participating in District and State Level science Exhibitions.
9. Each Lab is provided with fire Extinguisher and time to time they are recharged.
10. A separate store for chemicals is provided.
11. Separate Registers for Equipments, Chemicals are maintained by Store Keeper day to day and issued to different laboratories whom needed.
12. To avoid any major incident a Gasman is deputed to check all Gas Pipe lines and Master Valve for LPG supply is closed at the end.
13. Department is also equipped with Smart board and Projector used for delivering lectures and practical demonstration.

  
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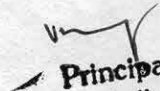
## DEPARTMENT OF COMPUTER SCIENCE

### Policies and Procedures for maintenance and Utilization of infrastructure of Computer science Department

1. In this department we have 5 Computer labs for practical sessions and all the labs are maintained by Lab attendants.
2. Every lab is equipped with Internet facility and maintenance is provided by Service provider by time to time visits.
3. We have 99 computers with good configuration and 7 printers in our labs and every computer is assigned a unique no to facilitate its utilization.
4. All classrooms are maintained and if there is any requirement of additional things then requirement is given in Principal office and after following proper purchasing procedure the requirement is fulfilled.
5. For maintenance of computers, a technician visits regularly our department and the issues are resolved as and when arise.
6. Fire extinguishers are there in our department and time to time refilled.
7. All the records of equipments are maintained be lab attendants.
8. All labs are air conditioned and AC's are taken care of our college electrician and every year serviced well in time.

#### Utilization of Resources

1. Students can attend labs according to their schedule.
2. Groups are divided for comfortable usage of resources.
3. Students can use printers to take print out of their lab experiments if they wish so.
4. Students are allowed to use Internet facility and work on computers anytime for their project work even after their scheduled time.
5. Computer systems equipped with web cams are used for online classes, to conduct webinars, workshops etc.

  
Principal  
Dayanand College, Hisar  
Nk

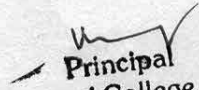
## DEPARTMENT OF COMMERCE

### **Policies and Procedures for maintenance and utilization of infrastructure of Commerce Department (lab)**

1. In this department we have one lab with 15 computers with good configuration and 1 printer for practical sessions, that has been maintained by lab attendant .
2. Lab is well equipped with internet facilities and maintenance is provided by service provider from time to time as and when it is required.
3. Lab is maintained and if there is any additional requirement , then that is given to principal office. After following proper purchasing procedures the requirement is fulfilled.
3. For maintaining computers, a technician visits regularly and the issues are resolved as and when required.
4. All the records of lab are maintained by lab attendant.
5. Lab is air conditioned that is being taken care by college electrician .

#### **Utilization of Resources :-**

1. Students can attend lab according to their schedule.
2. Groups are divided as per university norms for comfortable usage of resources.
3. Students can use printer if they want to take print out of their experiment .
4. Students are allowed to use internet facility and work on computers anytime for their project work even after their scheduled time.

  
Principal  
Dayanand College, Hisar



## DEPARTMENT OF DEFENCE STUDIES


### **Policies and Procedures for maintenance and Utilization of infrastructure of Defence Studies Department.**

1. Defence study Department has its own Lab for Practical work of all classes and this lab maintained by Lab Attendant.
2. Lab is equipped with Defence Study material, tools and items. Department has a Computer with internet facility maintain by service provider of college.
3. Requirement of department and lab things is given to principal office and after following proper procedure is fulfilled.
4. Teachers are expert of all Departmental Equipments they maintain them with help of attendant.
5. Department has a Stock Register which is maintained by Lab Attendant and Teachers.

#### **Utilization of Resources:-**

1. Student attends Lab according to time table or when He/ she need for this.
2. Classes are divided in groups and schedule is notified to students in Department notice board.
3. Student can use Computer of Department when it is require.

In-charge  
Department of Dmefence Studies

  
Principal  
Dayanand College, Hisar

## DEPARTMENT OF ELECTRONICS

### Policies and Procedures for maintenance and utilization of infrastructure in the department of Electronics (lab)

1. Department has two labs equipped with consumables and non consumable items. A proper record of all the instruments, experimental boards etc. is maintained by lab attendants in a stock register.
2. A small Computer Lab for the students is maintained by the department. Computer Lab is equipped with internet facility and maintenance is provided by the service provider as and when it is required.
3. Any new purchase is done after following proper purchasing procedures of the college.
4. Electronic technician of the department repairs and maintains the equipment and experimental boards.
5. Instruments and experimental boards etc are issued to students as per their requirements through a signed Roll number slip. The slip is given back to the student after the return of apparatus.

#### Utilization of Resources

1. Students attend the lab according to their schedule.
2. Groups are divided as per university norms for proper usage of resources.
3. Printer facility is provided to the students
4. Students are allowed to use internet facility and can avail computer facility anytime for their project work even after their scheduled time.
5. Smart board is used by students for PPT presentation.

(RAJESH KAD)

Head,

Department of Electronics

  
Principal  
Dayanand College, Hisar

## DEPARTMENT OF ELECTRONICS

### Infrastructure and Maintenance

Department of Geography has four laboratories named as Remote Sensing and GIS lab, GL-1, GL-2 and GL3 (Cartographic and Morphometric Labs). We have our own scanner cum printer and Wi-Fi system. The Department has its separate store for equipment maintenance in a proper way. Each lab is maintained by individual Lab attendant for its cleanliness and distribution of equipment's to the students.

### Purchasing Procedure

Any demand requirement or discrepancy is raised by the Lab attendants, brought in the notice of Principal, application is written then order form is filled, Quotation invited signed by purchase committee and then the lowest priced items is purchased as per GST rules. All procedure is executed through college " Central Purchase and Maintenance Committee of the college.

### General Utilization Procedure

Students are divided into groups for both Undergraduate and Postgraduate courses for smooth running of practical classes in labs. The related equipment's are issued on daily basis to the students with signatures as per their schedule and then return after making their practical sheets. Separate registers for equipment are maintained by Lab attendants day to day and issued to different Labs whom needed. Models are prepared in our Lab by the students for participating in District and State Level Science Exhibitions.

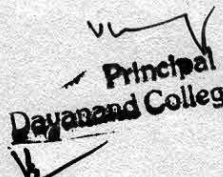
### LIST OF LABORATORIES INSTRUMENTS OR EQUIPMENT'S

Sr. No.	Name of instruments/ Items	No. of Items
1.	Satellite Images (IRS ID LISS III, Image No. 44012 and 44016, Scale= 1: 50000)	04
2.	Aerial Photographs(Scale= 1: 50000, Area: Rohtak , Haryana, Run No. 76, 77, 78 82, 83, 87)	26
3.	Computer Systems	13
4.	Software (Arc GIS 10.2)	01
5.	Combo Printer, Scanner and Copier	01
6.	Magnifying Glasses	17
7.	Globes	08

8.	Trough Compass	08
9.	Prismatic Compass	14
10.	Engineering Chain	10
11.	Sprit Level	05
12.	Alidades	19
13.	Measuring Tapes	04
14.	Thermometers	13
15.	Weighing Machine	01
16.	Digital Planimeter	01
17.	Planimeter Sliding Bar Pattern	05
18.	Aneroid Barometer	05
19.	Global Positioning System (GPS)	01
20.	Slide cum Strip Projector	01
21.	Projector Screen	01
22.	Overhead Projector	01
23.	Wind Vane	01
24.	Pocket Stereoscope	07
25.	Mirror Stereoscope	03
27.	Hygrometer	01
28.	Rain gauge	02

## INSTRUMENTS AND THEIR UTILIZATION JUSTIFICATIONS

Sr. No.	Item Type/Numbers	Specification	Justification
1.	Satellite Images	LISS III	BA 6 <sup>th</sup> Sem M.Sc.3 <sup>rd</sup> and M. Sc. 4 <sup>th</sup> semester practical work for Remote Sensing and GIS
2.	Toposheets	Quarter Degree Toposheets	BA I, M. Sc.1 <sup>st</sup> and M. Sc. 2 <sup>nd</sup> practical work
3.	Aerial Photograph	Indian Air Force	BA 6 <sup>th</sup> semester and M. Sc 3 <sup>rd</sup> semester practical work for Aerial Photograph Interpretation
4.	Portable Projector	Portable with multi-tasking	Used for BA Classes
5.	Stereoscope	Pocket & Mirror	BA III and M. Sc 3 <sup>rd</sup> Semester Practical (Used for Image Interpretation)
6.	Rota meter	Portable	BA I Practical (Area Calculation)
7.	Prismatic Compass	Portable	Survey in BA III
8.	ARC GIS Software		M. Sc 2 <sup>nd</sup> year students practical report
9.	Smart Board		All Classes

  
**Principal**  
**Dayanand College, Hisar**


## DEPARTMENT OF HISTORY

### **Policies and Procedures for maintenance and Utilization of infrastructure of History Department.**

1. Department has established an Archives and Museum, which is unique of its kind in State. Which has two part Archives for documents related to freedom movement of India and Museum of Historical antiquities and material of folk of Haryana.
2. Historical antiquities collected by the teachers of department from different sites, mounds and excavation places.
3. Requirement of Museum Archives and Department given to principal office and after following proper process its fulfilled by the authority.
4. Department has Stock Register maintained by the teacher Incharge.
5. Department has 11 Display Board for the display of Historical Photograph and Records.

### **Utilization of Resources**

1. Students, Faculty and Guest visit the Archives and Museum as per schedule and per occasion.
2. History Association of the student took participate in maintenance and use. They explain different Gallery of Museum.
3. Student of all faculty visits to Archives and Museum.
4. Department organized special exhibition for Week annually last 18 years and different topic of Indian History.

  
**Principal**  
Dayanand College, Hisar

## Department of Mathematics

### Policy procedure laid down for purchase and maintenance of office/lab. Equipments/software etc.

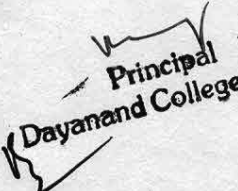
1. For the purchase of new equipments the departments adopts two ways:
  - a) Purchase from departmental budget of Rs. 1,00,000/- (per annum) allotted.
  - b) Purchase from various funds provided by college/state government/central government from UGC/RUSA

#### Procedure:

1. Purchase from departmental budget a requirement of equipments/software are sought from department by holding a meeting,. Then the department forwarded the requirement to the Principal Office. After getting the sanction from Principal the new item are purchased by department committee through venders by quotations.
2. Purchase from various funds from state/central government. The departments send their requirement to Principal office. The news items are purchased through ICT Committee.

#### Maintenance of equipments/software

The procedure of maintenance of equipment/software are done through ICT committee.

  
Principal  
Dayanand College, Hisar


## **DEPARTMENT OF MASS COMMUNICATION**

### **Policies and Procedures for Maintenance and Utilization of infrastructure of Department of Mass Communication**

1. The department has one lab for practical sessions. The lab is maintained by the lab attendant provided by the college.
2. The lab is equipped with internet facility and maintenance is done by service provider.
3. In the lab we have two computers with general configuration, one digital camera, one LED, one DVD player and one printer.
4. For maintenance of all the equipments, technician is provided by the college.
5. All the record of the equipments is maintained in the Stock Register.

#### **Utilization of Resources:**

1. Students can attend the lab according to their time-table.
2. Students can use printer to take printout of their lab related work.
3. Students are allowed to use internet facility for their practical purpose.
4. Students are allowed to use digital camera for their practical work.

  
**Principal**  
**Dayanand College, Hisar**




## DEPARTMENT OF MUSIC

### **Policies and Procedures for maintenance and utilization of infrastructure in the Department of Music**

1. The Department of Music is well equipped with many Musical Instruments which are maintained by an assistant.
2. The Department of Music houses many musical instruments i.e. Keyboard, Harmonium, Tabla, Dholak and Saranghi. The other instruments which are stored in the store of the department are Tasha, Benzo, Ghungroo, Kartal, Small and Big Nagada, Dhol, Matka and Chimta etc.
3. The Department has one computer with internet facility for the smooth functioning of the department.
4. The record of all the instruments is maintained in the stock register.
5. The department is well ventilated with the help of exhaust fans.

#### **Utilization of Resources:**

1. The students use the instruments as per their time-table.
2. The students are divided into groups for comfortable usage of resources.
3. The students are encouraged to make optimum use of the instruments to participate further in Talent Hunt Show and University Youth Festival.

  
Principal  
Dejmand College, Hisar

## **DEPARTMENT OF PSYCHOLOGY**

### **Policies and Procedures for maintenance and utilization of infrastructure of Psychology department**

Department of Psychology has two well equipped Laboratories. Two separate store room cum office of Lab Assistants/ Attendants are also there in the Department. We have trained and skilled Laboratory Staff to look after Laboratories and timely maintenance of equipments. It is our motto to prepare students for the future ready by imparting quality education of the basic, applied and advanced aspects of psychology. All the three teachers emphasizes not only syllabus oriented teaching but goal is to work on their well being. So that they should act as asset to college as well as to society. For the achievement of this goal we make our laborites fully equipped.

#### **LAB USAGE**

- Students are oriented and reoriented about the rules of the laboratories, especially in First Semester and in their first lab class.
- Instructions regarding handling of the apparatus and manuals are given before introduction of each and every practical, and to each and every group.
- Students can attend lab according to their schedule.
- Groups are divided as per university norms for comfortable usage of resources.
- Students can use printer if they want to take print out of their experiment.
- Students are allowed to use internet facility and work on computers anytime for their project work even after their scheduled time.
- Psychology department is running an independent counseling cell for general people even outside from college. For which a separate room is provided by college authorities. All faculty members from psychology department use to be present there as per their scheduled time.

#### **INFRASTRUCTURE AND MAINTENANCE:**

##### **INFRASTRUCTURE:-**

- Department has a very peaceful location. It has excellent infrastructure with specious laboratories, full of natural light and fresh air.
- Lab is well equipped with all the apparatuses as recommended by University Syllabus. No. of apparatuses are more than sufficient so that students should not keep on waiting for their turn.
- Educational charts, diagrams, Instruments are displayed to enhance interest and learning potential of students.
- Lab is equipped with Internet facility and maintenance is provided by service provider time to time / when it is required.
- Department organizes workshops from time to time for college students as well as teachers for their better mental health and also provide them counseling .In which we also engage our 2nd year and 3rd year students especially for testing.

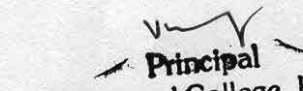
- For maintaining computers, a technician visits regularly and the issues are resolved as and when required.
- Department also runs it's library .Books in the library are specimen copies as well as donated by passed out students .Lab Attendant issue books to the needy students .

#### **MAINTENANCE:**

- The department has an established system and procedure for maintaining different infrastructural facilities.
- Timely meeting of teaching faculty and la staff decide the requirements of Test and Apparatus in need.
- Stock register is maintained by the lab Assistants. Two types of stock register for consumable and non consumable items.
- A separate daily issues register is also maintained by the lab attendants, in which record of items used by the students is maintained showing Sr. No, Roll No., Date, name of Student, Name of Test/ Instrument and Signature of the student etc.
- Students are instructed to report if and if any type of breakage there.

#### **PURCHASE AND INSTALLATION OF LABORITES EQUIPMENTS:**


Purchased is done according to the system established by the college. Purchase in-charge, prepares a list of demand by faculty and lab attendants than quotations are called by the different venders. Based upon requirements and annual budget allotment to the department, with the prier permission from the Principal of college. Purchased and installation of equipments done by venders in the presence of lab attendants and faculty.

  
Principal  
Dayanand College, Hisar

## DEPARTMENT OF PHYSICAL EDUCATION

### **Policies and Procedures for maintenance and Utilization of infrastructure of Physical Education Department**

1. In this department we have 400 mtrs. Track, Football ground, Hockey Ground, Basketball Courts and indoor sports complex. All the grounds are maintained regularly by ground man and gardeners.
2. Sports goods & equipments are issued to the students according to their needs and area of interest.
3. Students practice in the ground in the presence of sports committee.
4. When students ask for certain new equipments which they need for practice, their demands are further brought to the Sports Committee and Principal. With the permission of chair quotations are invited and lowest priced items are purchased as per GST and CST rules.
5. Cash prizes are given to the winners in different sports activities according to college policy.
6. NSS and NCC students also use grounds for various activities, purpose and recreation.
7. Further various Zonal and university matches are organized in the ground as and when asked for.

  
Principal  
Dayanand College, Hisar

## DEPARTMENT OF PHYSICS

### Procedures and Policies for Maintenance & Utilisation of Physics Laboratories

Department of Physics has four well equipped laboratories. One separate store room is also there for keeping spare equipment and demonstrating items. Skilled laboratory staff has been appointed for the maintenance and care of laboratories and the equipment. To give the students working and practical knowledge of basic Physics and Electronics, a suitable environment through these well-equipped laboratories is provided to them which also inculcates in the students the ability to work independently and in groups.

#### LAB USAGE

- ◆ During the primitive lab classes, the students are introduced about lab rules and safety measures.
- ◆ Students are made aware about the usage and handling of HT batteries and other hazardous chemicals/equipment.
- ◆ Students are also instructed to work on high power LASER sources carefully and not to watch them directly with naked eye.
- ◆ Students are provided with detailed information through lab manuals.

#### INFRASTRUCTURE

- ◆ The laboratories are well equipped with Electronics, Spectroscopy, Computer and Nuclear Physics equipment.
- ◆ The Department also has separate dark rooms for study of spectroscopy.
- ◆ The Department has its own smart board lecture room to help the students for understanding the 3-D visualization of various topics.
- ◆ The Department has its own library to help the needy students.
- ◆ The Department is equipped with 10 computers all having printing facility.
- ◆ The labs are having sophisticated instruments like G.M. Counters, CROs, ultra-sonic spectrometers, LASERs, BH Curve apparatus, Thermo-couples etc.

#### MAINTAINANCE OF LABORATORY

- ◆ The department has very well-established computerized system to check the availability of the equipment and maintenance of Laboratories and store.

- ◆ Regular maintenance of laboratories, equipment and consumable items is done by lab attendants under the supervision of faculty in-charges and Head of the department.
- ◆ Every lab is having its own stock register maintained by lab assistant. Separate stock registers are maintained for consumable and non-consumables items.
- ◆ A separate daily issue register is also maintained by laboratory assistant in which record of item used by students is maintained.
- ◆ The record of stock registers has been computerized for easy access of items and their availability.
- ◆ Lab attendants are trained to make small repairs of the instruments. In case of major repair work, the department invites technical experts from outside also.

### **PURCHASE AND INSTALLATION OF LABORATORY EQUIPMENT**

- ◆ Purchase of instrument is done as per the requirement given by teacher in-charges and as per the University syllabus.
- ◆ After the permission of authorities, quotations are invited and the purchase is made through proper procedure as per the availability of annual budget allotted to the department.
- ◆ Installation of equipment is done by the vendor in the presence of faculty in-charge.

### **GENERAL SAFETY PRINCIPLES FOR STUDENTS**

- ◆ Students are advised to follow below mentioned rules while working in laboratories:
- ◆ To be cautious while handling electronic and optical components.
- ◆ To conduct themselves in a responsible manner at all times in the laboratory.
- ◆ To avoid entering the storeroom unless accompanied by lab staff.
- ◆ Breakages, loss, equipment failures, malfunctions or other unusual equipment performance should be reported immediately to lab assistant.
- ◆ Instruments should not be moved out of its place unless allowed in writing by the laboratory head to do so.
- ◆ To keep their laboratory area clean.
- ◆ To store their bags, packs and purses in appropriate places and off the lab tables.
- ◆ To be familiar with the location of emergency equipment such as fire extinguishers, wash areas, emergency phone number and know the appropriate emergency response and first aid procedures, before beginning the work.

## DEPARTMENT OF ENGLISH

### Policies and Procedures for maintenance and utilization of infrastructure in the Department of English (Functional English Lab)

The Department of English in our college has a unique feature i.e. the subject functional English which makes the department complete in itself and gives the real meaning.

The Subject was introduced in the college in the session 2002-03. Since then, the department is trying its best to fulfill the aim. Functional English means English which really functions and the students are taught such type of English that is helpful in almost every field whether professional or personal. Students are given the knowledge of phonemic sounds and actual pronunciation for good communication through various instruments present in the language lab.

#### About the Language Lab

The Language lab was designed with the introduction of the subject functional English. It is a dedicated space for learning sounds, pronunciation as well as good communication skills by using various equipments placed in it. It also benefits the students who lack confidence in English speaking.

#### Utilization and Maintenance Procedure of Language Lab

1. **Internet Connection:** - The Language lab is connected to the Wi-Fi system for good network and maintenance is provided by services provided from time to time.
2. **Computer:** - A Computer system is there in the lab. Dictionary and other useful material is saved in it for students. A technician visit regularly for its maintenance.
3. **Amplifier:** - It is connected to the computer when students listen to the sounds.
4. **Sound Sets:** - They are connected to the Amplifier, so that whatever the teacher speaks, can be listened.
5. **Speakers:** - It is also connected to computer and Amplifier. In case the students don't use handsets, they can listen to the sounds directly.
6. **Microphone:** - Microphones are used with handsets by teachers and students to communicate.
7. **Intercom Switches:** - Through these, teacher pronounces a word and asks students to pronounce in the same accent.
8. **Headphones:** - Headphones are used to listen to the pronunciation or any video lecture etc.
9. **Projector/Screen:** - This is operated with remote and connected to the master computer. Issues regarding these equipments are resolved as and when required, by the technicians in time.
10. All the records of instruments and equipments are maintained by the lab attendant.

- Students attend lab according to their schedule.
- Practicals are conducted in the lab.
- Students are not allowed to damage the instruments while using.

(dept. of English)

Principal  
Dayanand College, Hisar



## DEPARTMENT OF ZOOLOGY

### Procedures and Policies for Maintenance & Utilisation of Zoology Laboratories

Department of Zoology has two well equipped laboratories with a well maintained museum collection of animals. Two separate store rooms are also there for chemicals and glasswares. We have skilled laboratory staff for taking care of laboratories and timely maintenance of equipments. Through our B.Sc. program, we envision to prepare students for the future by imparting quality education of the basic, applied and advanced aspects in life sciences with an emphasis on animal systems to achieve the goal to enrich the human, animal and environmental life.

#### LAB USAGE

- ◆ Students are oriented and re-oriented about lab rules and safety precautions during the start of each semester and in their first lab classes.
- ◆ Instructions regarding handling hazardous chemicals, disposal of wastes, cleaning up of spills and operation of instruments are given.
- ◆ The instructions are reiterated through printed information in lab manuals.

#### INFRASTRUCTURE AND MAINTENANCE

- ◆ Department has excellent infrastructure with spacious laboratories with abundant natural light facilitating the use of microscope.
- ◆ Lab is well equipped with instrument like Compound Microscope, Dissecting Microscope, Oven, Incubator, Microtome, Microscope, Fridge, Binocular, Water bath, Hot plate etc.
- ◆ Along with this a separate Zoological museum is also developed which evokes interests in the students about the subject. A very rich collection of rare specimens from almost all the phyla is done.
- ◆ It has preserved bodies of animals like Kite, Monkey, Squirrel, tortoise, King Cobra, Shark. Skeleton of Human, Varanus, Rabbit, Frog etc. Educational charts, diagrams, practical instruments related to syllabus are displayed to enhance learning potential the students.

#### MAINTAINANCE OF LABORATORY

- ◆ The department has an established systems and procedures for maintaining different infrastructural facilities in Laboratory.
- ◆ Regular maintenance of laboratories, equipment and water supply is done by lab attendants and supervised by head of department and faculty in-charge.

- ◆ Record of the maintenance and the stock register is maintained by lab assistant. There are two type of stock register for consumable and non consumables items separately.
- ◆ A separate daily issue register is also maintained by laboratory assistant for students in which record of item used by students is maintained.

### **PURCHASE AND INSTALLATION OF LABORATORY EQUIPMENT**

Purchase of instrument is done as per the requirement given by teacher in-charge by calling for competitive quotations from vendors and selection for the instrument or equipment is based on the requirement and the annual budget allotment to the department. Installation of equipment is done by the vendor in the presence of lab assistant in-charge of the instrument and testing its functionality.

#### **List of Instruments/ equipments**

The Departmental laboratories include equipments such as:

- ◆ Digital Weighing Balance
- ◆ pH Meter
- ◆ Compound Microscopes
- ◆ Binocular Microscope
- ◆ Water Bath
- ◆ Microtome
- ◆ Centrifuge
- ◆ Hot Air Oven
- ◆ Incubator
- ◆ Computer with Wi-Fi facilities
- ◆ Printer

### **CHEMICALS AND GLASSWARES**

- ◆ All the chemicals required are arranged in alphabetical order, enabling easy retrieval and replacement.
- ◆ A well organized store room for Chemicals is maintained in which chemicals are stored appropriately at proper temperature and storage conditions, classified as solvents, acids, hazardous, volatile, etc.
- ◆ The lab assistant and the faculty in-charge check availability and purchase of chemicals is done as per the college's purchase guidelines, by calling for competitive quotations from vendors.

- ◆ Lab assistant in-charge of chemicals prepares lab solutions in advance (at least a day or two before the lab day).
- ◆ Glassware needed for each class's labs is issued to students, who use them when needed. Breakage of any item is recorded in the stock register.
- ◆ Stock checking of equipment, chemicals and glassware is done at the end of every academic year which is duly acknowledged by the faculty-in-charge, faculty from an allied department (who audits the stock account) and Head of the Department.

### **PRESERVED MATERIAL AND SPECIMENS**

- ◆ The labelled specimen is put in museum rack along with the specimens of the same or nearest group.
- ◆ Replacement or addition of preservative is done whenever necessary.
- ◆ Along with all these proper management of permanent histological slides, microscopic organisms are done.
- ◆ Collection of bones of different animals is also done.

No. of preserved specimens: 485

No. of permanent slides: 75

### **GENERAL SAFETY PRINCIPLES FOR STUDENTS**

Students are advised to follow below mentioned rules while working in laboratories:

- ◆ To wear a lab coat before entering a laboratory.
- ◆ To conduct themselves in a responsible manner at all times in the laboratory.
- ◆ To avoid entering the chemical storeroom unless accompanied by lab staff.
- ◆ Students advised to ensure proper labelling of glassware, chemicals and experimental information.
- ◆ To report all accidents, spills or broken glassware and equipment.
- ◆ To keep their laboratory area clean.
- ◆ To store their bags, packs and purses in appropriate places and off the lab tables.
- ◆ To avoid handling electronic devices or phones while working in the lab without the permission of their faculty.
- ◆ They are advised to keep hands away from your face, eyes, and mouth when working with cadavers, chemicals, preserved specimens, microorganisms, or body fluids.
- ◆ To be familiar with the location of emergency equipment such as fire extinguishers, wash areas, emergency phone number and know the appropriate emergency response and first aid procedures, before beginning the work.

## Dayanand College ,Hisar

### College Sports Policy



Dayanand College, Hisar was established in the year of 1950 and transferred to DAV College Managing Committee, New Delhi in the year 1962. The meritorious services rendered to education by Saint Gian Chand known as Muni Munishwra Nand, Committed Educationist, Social reformer and Humanist.

The College is a front runner not only in the field of education but also made its mark in Sports at the State, National and International levels. In its quest to achieve excellence, it has won the KUK Yoga Championship for a record 22 times consecutively.

The College owns well maintained playfields Multi- purpose sports complex within the campus. Facilities are provided for various games and sports as Hockey, Volley Ball, Basketball, Cricket , Table Tennis , Badminton, Yoga, Judo, Weight-Lifting, Power Lifting ,

Athletics, Football and Chess held in GJU S&T , Hisar. The College has a rich culture in Yoga and our students won Inter University Championship in Yoga. They are also serving in other countries such as Vietnam, America etc.

**The college provides the following infrastructure for sports and games:**

- 400 Mtrs Track
- Hockey Ground
- Basket Ball Court
- Kabaddi Ground
- Yoga Hall
- Table Tennis
- Gym
- Power Lifting
- Weight Lifting etc.

#### **Sports Seats Eligibility Rules**

Sports Certificates for weightage will only be considered, if the candidate produces the State National position holder certificate from the respective State Government / Sports Department. In case, any state does not issue the gradation certificate, the following criteria will be adopted:

- a) In case of Inter National / National participation or state position holder, a certificate of authenticity will be required from the concerned national federation/ State Association.
- b) The games / events must be in the scheduled list of association of Indian University sports calendar.
- c) The tournament must be organized by a recognized federation / association duly affiliated state Olympic Association / Indian Olympic Association and Ministry of Youth Affairs and Sports.

No weightage will be given for participating / winning positions in the Sports and games organized by Nehru Yuva Kendra / CBSE / Vidhya Bharti Nationals / Rural Tournaments / Panchayat Tournaments, Navodya Nationals and participation in Non- recognized tournaments/ Sports Festivals .

### Sports Prizes :

In the Annual Athletic Meet of the College the following cash prizes were recommended by the sports committee:-

Position	Cash Prize
1. Gold Medal	300/-
2. Silver Medal	250/-
3. Bronze Medal	200/-
Best Athlete (Man)	2100/-
Best Athlete (Woman)	2100/-
Winning of Zonal	500/-
University Gold Medal Inter- Collegiate	1700/-
University Silver Medal Inter- Collegiate	1500/-
University Bronze Medal Inter- Collegiate	1300/-
Gold Medal Northern University	1700/-
Silver Medal Northern University	1500/-
Bronze Medal (Northern University)	1300/-
Gold Medal (All India Inter- University)	10000/-
Silver Medal (All India Inter- University)	8000/-
Bronze Medal (All India Inter- University)	6000/-
International Participation	11000/-

### Facilities for Players

Following facilities are given to the players:

- Free medical- aid if injured during competitions.
- Sports -Kits and sports equipments.
- Special Inspirational Scholarship in the shape of cash.
- Special refreshments are given to the players participating in and preparing for Inter- College competitions.

  
Principal  
Ayazud College  
ITRAB.

## Utilization and Maintenance Procedures of College Library

### 1. Book Purchase Procedure

- a) Each department provides the list of required books in Library, as per their syllabus and for Reference purposes is received through Principal.
- b) List of Books which are not available in the Library is placed in the meeting of Library Committee for approval.
- c) After the approval of Library Committee, Quotation from leading book sellers is invited and Library Committee approves the maximum discount rates on different categories of Books, such as Text Books, Reference Books etc.
- d) With the approval of Library Committee order of Books is placed for supply in the Library.
- e) Books are accessioned in the Accession Register and in Library Software in the Computer.
- f) Concerned subject teachers verify the books and bills.
- g) After Classification and cataloguing and pasting of date slip, sigma, book card and pocket, books are placed according to subject wise.

### 2. Books Circulation Procedure

- a) Students are issued Identity card cum Library Card.
- b) Every U.G. student is allowed Three Books to issue
- c) Every P.G. Student is allowed Four Books to Issue.
- d) Regular Teaching Faculty is allowed to borrow Twenty Five books.
- e) Adhoc Teaching Faculty is allowed to borrow five books.
- f) Non-Teaching staff is allowed to borrow ten books.
- g) For students every student is registered in the Library through a registration card.
- h) Students are issued books on their Library Card as well as on registration card, which remains in the library.
- i) Books are issued for 14 days to the students. Books from Book-Bank are issued for the current session.
- j) Books to the staff are issued through fully automated library software.
- k) Students and staff can utilize the Library and Reading Rooms daily on all working hours from 9-00a.m. to 4-00 p.m.
- l) Every student and staff can access online journals through N-List programme, as it is subscribed in the library.
- m) Periodically, conditions of books are monitored by staff during circulation and if requires repair, it is repaired or bind by library staff.
- n) New Magazines and Periodicals are available for reading in the Main Library. Students and staff may read it during college timings.
- o) Old magazines. University syllabus, old question papers, old gazettes and college magazine Avedan , is available in the Reading Room for reading as well as to borrow for home.

- p) Newspapers are available for reading in Reading Rooms for students and in the staff rooms for staff members.

### 3. Computers and Internet facilities

- a) Four Computers with internet facilities are available in Main Library for students.
- b) Eight Computers with internet facilities are available in Reading Room for students.
- c) For girls there is separate reading room for reading Newspapers and Magazines.
- d) Online Public Access Cataloguing (OPAC) is installed near entrance of Library for the readers, so that they may locate desired book.
- e) PDF of more than 700 books are installed in computers for free access and download for readers.

### 4. Write-off and withdrawal of books

- a) If book is lost by any student, he or she have to deposit the new copy of the same book otherwise double cost is charged from student and book is written-off from the record.
- b) If book is lost my staff member, he or she have to deposit the new book of the book otherwise printed price is charged and book is written-off from record.
- c) Periodically, Library committee constitutes the sub-committee to sort out outdated, mutilated, books which cannot be used due to maximum utilization. List is prepared and placed before the library committee and after its approval books are discarded from the Library record.
- d) Proper withdrawal registers are maintained for the record of books which are discarded from library due to any reason.
- e) Time to time pest management is done to minimize the problem caused by insects. Borax or neem leaves and DDT is used for this purpose.

### 5. Documentation

- a) Footfall register is maintained in the library for students and staff. Every student or staff member, who enters in the library are recorded in it.
- b) Proper record is maintained on daily issue and return of books.
- c) Stock taking registers are maintained for physical verification of books.
- d) Withdrawal registers are maintained for the books which are written-off.
- e) Accession registers are maintained for stock entry of each book.
- f) Four CCTV cameras are installed in the library and reading room.
- g) Proper lighting, fans, A.C. is there in the library.
- h) Modern furniture, Reading Tables and Chairs are available in Library and both reading rooms.



## NCC

### **Policies and procedures for maintenance and utilization of infrastructure of NCC Army and Air Wings (Boys and Girls)**


1. NCC Army and Air Wings for boys and girls have offices and stores which is maintained by ANOs/CTOs.
2. In NCC offices, we have computer systems along with printer for maintaining the data and record of NCC Programmes.
3. Stock Registers have been maintained regularly.
4. College Sports Ground is utilized for NCC parades as per schedule.
5. Refreshments for Parades are directly deposited in the cadets' accounts by NCC Battalion.
6. Uniform, shoes and other material required for cadets to perform parade is provided by NCC Battalion

*Principal*  
*Dayanand College, Hisar*

## NSS

### **Policies and Procedures for Maintenance and utilization of Infrastructure of NSS unit**

1. NSS unit has one office-cum-store and it is maintained by NSS programme officers.
2. In NSS office, we have one computer, UPS, CPU for maintaining the data and record of different NSS programmes.
3. For NSS activities, volunteers use brooms, spades, pans and mats etc.
4. All the record of these equipments is maintained in stock register.
5. These things are being used time and again by the volunteers for various activities and especially in annual 7 days camp.
6. NSS volunteers also use D.N. College ground and Hansraj Hall for various activities and purpose with permission of chair.

  
Principal  
Dewanand College, Hisar

# HOSTEL

## Policies and Procedures for maintenance and utilization of infrastructure in the Hostel

### Admission for Women Hostel - Procedure, Facilities and Rules:

- 108 rooms are available for allotment in the hostel.
- If a regular student of the college wants to stay in the hostel, then she will have to fill the hostel admission application form (two copies) from the college. And on the application form, you will have to put a photograph of yourself and the signature of your guardian.
- After this, one copy of the application form verified from the hostel warden and college principal, along with the fee, that will have to be submitted to the college and the other copy to the hostel warden on the letter filled in full details. After that the room will be allotted to the student.
- At the time of admission to the hostel, the student will be given a diary (brochure) attested by the conservator, in which the details of the student's visit to the house or relative will be kept.

### Hostel Maintenance

- The hostel is regularly cleaned twice a day by female sweepers.
- The gardener works regularly for the maintenance of the gardens.
- Electricity - Regular operation of electricity is done by electrician.
- Painting is done in the hostel after three years or as required.


### Facilities Provided in Hostel

- Each student is provided with a bed/cot, a chair, a table, a wardrobe, a fan and a tube light.
- There is a restaurant and canteen for the food and refreshments of the girl students.
- Water-cooler and R.O. for drinking water. is the management.
- There is a provision of hot water for bathing in winter.
- There is a provision of badminton for the girls to play.
- A mini-library is established in the hostel, in which there is a provision for daily newspapers and monthly magazines.
- TV/LED is provided in the common room for entertainment in the hostel.
- Keeping in view the safety of the girl students, CCTV cameras have been installed in the hostel premises.
- Free internet facility is available in the hostel premises keeping in view the online classes.

- A lady-hostess has been appointed so that the girl students do not face any inconvenience.
- Primary health facilities are available in the hostel.

### **Hostel Rules**

- The girl students will have to write the details on the admission register while leaving and coming out of the hostel.
- Written permission must be obtained from the warden before going from hostel to home or relative.
- The return time to the hostel will be 5 PM in winter and 6 PM in summer.

  
—Principal  
Durgand College, Hisar

## SEMINAR HALL

### **Policies and Procedures for maintenance and utilization of Seminar Hall**

In our college there is a Seminar Hall of 200 Capacity. This seminar hall is equipped with all state-of-the-art facilities. It is ICT enabled and has a great sound system. For smooth functioning it is sound proof as well. It is ideal for conferences and seminars. Also, it has a good stage to conduct all the Cultural events, Quiz Competitions, Debates, Seminars, Webinars, Technical events etc. It has a good infrastructure to conduct all the events smoothly. Seminar hall can be used with the prior permission of Principal subject to the availability. Cleanliness is done on daily basis and Every equipment and furnishing is maintained time to time. If some new device is required that is purchased using proper purchasing procedure by taking prior consent from Principal.



Principal  
Davanand College, Hisar

## OFFICES

### **Policy and Procedures for maintenance and utilization of infrastructure of offices**

#### **1. Office of the Deputy Superintendent**

- All types of letters are opened and Seen by the principal through the Deputy Superintendent.
- All letters to be sent to various offices are checked before sending to the principal's office.
- Over all general work, accounts work is also looked after by the Deputy Superintendent, being the senior most in the office.

#### **2. Fee collection branch**

- All the fee is collected from the students with complete documents after being verify by the concerned committees.
- Collected amount of fees is deposited in the bank and details of vouchers are submitted in the accounts branch daily.
- All type of refundable amount is refunded to the students through cheque/RTGS/NEFT after completing the necessary requirements.
- Individual students' fee record is maintained in computer alongwith hard copy.
- Record of the college security of the students is maintained by the fee branch.
- Certificate of the paid fees is issued to the students as per their requirement for the personal purpose of the students or their parents.

#### **3. Examination Branch**

- Registration and Continuation Report of the students is submitted in the university within the stipulated time after complete verification of the academic documents of students required by the university.
- The required mandatory details of the admitted students are uploaded on the university portal for examination to be conducted by the university twice in a year - even and odd semesters separately.
- The academic report of the individual students is maintained in computer and the hard copy is also retained.
- Issue of DMC, Degree, Character Certificate, Backlog Certificate and Transcript Certificate is done by the examination branch.
- Attestation of the academic documents of the college students is also done by the examination branch.

#### **4. Accounts Branch**

- Ledger and Day Book of each account is maintained separately for the purpose of Income and Expenditure record.
- Payment of Bills is done after completion of required procedure.
- The amount of TDS, ESI, PF and NPS of the employees and Non Salaried persons is deposited in the accounts branch on monthly basis and then sent to the branch concerned.
- Annual Audit is done by the Authorized Chartered Accountant deputed by the DAV CMC, New Delhi, Higher Education Haryana and Accountant General Haryana.
- Salary Bill of the employees of college is prepared every month and salary released after the bill is passed by the concerned authority.
- The Yearly reconciliation of the all accounts is done with the bank and DAV CMC, New Delhi.

#### **5. Establishment Branch/Record Room**

- Maintenance of Roster Register for recruitment of Staff (teaching and non-teaching) regarding reservation policy.
- Leave record of staff i.e Casual leave, Duty leave, Medical leave, Earned leave & leave without pay and extra ordinary leave.
- Maintenance of dispatch register according to serial number.
- Maintenance of Diary/Receipt register in accordance with serial number.
- Maintenance of all other record in separate files. (UGC, examination, DHE, Management, Local administration etc.)
- Maintenance of Complete record of all employees in the form of service book.

#### **6. Bus Pass**

- Form for Bus Pass is issued to the students.
- Students are required to get it verified from Bus Pass committee and deposit it in bus pass room with prescribed fee. After that all forms are submitted online. When the final list of submitted forms is generated on portal then the fee is transferred from college account to Roadways department and further after completion of all the formalities laminated Bus Passes are issued to the students. For girls passes are issued free of cost.

#### **7. Scholarship**

SC/BC, Haryana State Merit, Freedom Fighter, National Scholarship

##### **SC/BC Scholarship**

- Through the notice forms of eligible students for SC/BC Scholarship are invited. The students who fulfill the eligible criteria as notified by the Haryana State Govt. are required to fill up their forms on Haryana Govt. Portal.
- Hard copy of the same is then submitted in the college office for verification.


- Discrepancy if any, is brought to the notice of students through website, SMS and notices.
- It is further verified by the concerned university and DHE after verification is completed in the college.
- After the complete verification process i.e. from college, university and DHE the amount is released by the govt. directly in the students' accounts.

### **National Scholarship**

- Through the notice forms of eligible students with 80% and above in 12<sup>th</sup> class for National Scholarship are invited.
- Eligible students are then required to fill up their forms on Haryana Govt. Portal.
- Hard copy of the same is then submitted in the college office for verification.
- Discrepancy if any, is brought to the notice of students through website, SMS and notices.
- It is further verified by the concerned boards and DHE after verification is completed in the college.
- After the complete verification process i.e. from college, boards and DHE the amount is released by the govt. directly in the students' accounts.

### **Haryana State Merit/Freedom Fighter**

- Eligible students with 80% and above in 12<sup>th</sup> class invited through the notice to submit their photocopies of required documents for these scholarships in college office.
- Detail of the eligible in excel format alongwith required documents duly attested by the principal of the college is sent to department of Higher Education Haryana, Panchkula. The same is also intimated through e-mail.
- Merit list/Final list of the students who will get these scholarship is decided displayed by the DHE.

  
 Principal  
 Dayanand College, Hisar



# **CONSTRUCTION & MAINTENANCE COMMITTEE**

## **Policies and Procedures for Construction and Maintenance Committee**

### **The Construction and Maintenance Committee**

The Construction & Maintenance Committee, undertaking the maintenance of existing infrastructure/academic/support facilities, includes the Teaching Faculty; Non-Teaching Staff; and Laboratory Assistants besides the Technical members. Meetings of the committees are held periodically as well as specifically as per requirement. All required norms are followed by the committees. Grants for construction and repair are received from agencies like Rashtriya Uchchar Shiksha Abhiyan (RUSA),UGC etc.The RUSA Coordinator is also member of construction & maintenance committee and purchase committee for smooth and streamlined functioning and usage of the grant .

### **Construction and Maintenance Policy**

It is necessary for the smooth functioning of an organization to have a robust construction and maintenance policy. Following is the construction and maintenance policy of Dayanand College, Hisar for updation, repair and maintenance of Physical, Academic and Support Facilities.

### **Policy and Procedure for Construction and Maintenance of Physical, Academic and Support Facilities**

1. Construction & Maintenance of the stated facilities is undertaken as per the recommendations of a duly constituted Maintenance Committee under the supervision of the Principal.
2. The concerned department makes a request to the Principal for any requirement in the department
3. The Principal allows for the same and office order is given to committee to carry out the work.
4. Meeting of the committee is called by the Principal mentioning the agenda
5. The estimate of expenditure prepared by the members of construction & purchase Committee. Prior Sanction of Principal is required before assigning job work or issuing Work Order.
6. Sealed quotations are invited for assigning the job work as per requirement. A notice inviting quotations is uploaded on the college website alongwith an advertisement published in a daily newspaper to invite quotations for the job.
7. As per requirement, sealed tenders are invited for the construction & maintenance work through a tender notice/advertisement published in a daily newspaper. A notice inviting Tenders is also uploaded on the college website.

8. Sealed Tenders/Quotations are opened in front of all committee members and lowest price quotation/tender is passed but before that price is compared with market price as well. The tenders for construction can be on labour rate with material or without material depending upon the requirements.
9. The progress and quality of assigned task is checked time to time by the committee members on the site. A person from Non-Teaching staff is deputed to mark attendance of labour if any on daily basis.
10. Once completed after visit, verification and satisfaction, the bill is passed by committee members, Deputy Superintendent, Bursar, Principal and recommendation of payment is made through account payee cheque.

  
Principal  
Dewanand College, Hisar

# CENTRAL PURCHASE COMMITTEE

## Policies and Procedures for Central Purchase Committee

Dayanand College, Hisar has a robust Central Purchase Committee. The procedure for purchase can be shown with the help of following steps:

1. The concerned department makes a request to the Principal for any requirement in the department.
2. The Principal allows for the same and office order is given to committee to carry out the work.
3. Meeting of the committee is called by the Principal mentioning the agenda.
4. Agenda is discussed and Minimum three quotations invited for any product costing more than 5000.
5. Comparative summary is prepared and lowest quotation is approved by the Principal and committee.
6. For products costing below 5000, Market survey is done to make the comparative analysis.
7. Work order prepared and purchasing is done by central purchase committee.
8. Purchased material checked and verified by the central Purchase Committee and entered in Stock Register.
9. Departmental consumable items are purchased by departmental committee using departmental budget.

  
Principal  
Dayanand College, Hisar

## **Policy procedure laid down for Information Communication Technology**

### **1. Purchase of Items :**

- A) The departments/offices gave their requirements by an application through Principal Office.
- B) Principal Office marked that application to ICT Committee.
- C) There is meeting of ICT chaired by Principal which discussed all the necessary parameters.
- D) Then the ICT committee will call the venders from the market.
- E) After that the order of purchase is given to the lowest cast quotation vender

### **2. Maintenance of Equipments :**

- a) A contract for one year (AMC) has been done through quotations. The lowest quotation vender has given the work of maintenance of computers/printers etc.
- b) AMC for fee software was renewed.
- c) AMC for website updation was renewed.
- d) Refilling of Cartridges and repairing etc. was renewed. Micro computers on need basis.
- e) Recharge of Internet has been made half yearly. (Tripple pay/city internet)

### **3. Purchase of new items during 2021-22**

- 1. Fifteen new computers purchased.
- 2. Two printers purchased for college routine works.
- 3. Five new smart boards purchased but will be installed in next session.

  
Principal  
Dausand College, Hisar