




POST GRADUATE GOVERNMENT COLLEGE SECTOR-46, CHANDIGARH

MAINTENANCE POLICY

The institution has a dedicated maintenance team that oversees the upkeep and protection of physical, academic and support facilities that are available in the college.

PHYSICAL FACILITIES

The internal monitoring of the physical facilities is ensured under the guidance of the caretaker and his team. The various responsibilities of the team include maintenance of campus infrastructure, herbal garden, parking area, nursery, indoor and outdoor gymnasium, classrooms, laboratories, canteen, lawn, sports arena, auditorium, multimedia hall, seminar hall, conference room, administrative block, Principal Lodge, parking area, etc. The entire college campus is monitored through surveillance cameras (CCTV). Chowkidaars/gatekeepers are deployed at the entry/exit point. The college library is maintained by the librarian, restorers and library attendants. The regular stock verification process is carried out by the library annually. Lab assistants take care of their laboratories under the supervision of the head of the departments for the upkeep of the equipment placed in the labs. Sensitive equipment has been installed and kept at the proper places in the respective departments. Requirements and repairs, if any, are informed to the administration (caretaker) through a request letter routed by the head of the departments through the office of the principal. Outside technical experts are called by the institution for necessary repairs/maintenance of sensitive equipment, as and when the need arises. The Department of Physical Education maintains all the sports facilities. Regular maintenance of the playgrounds is conducted by three ground men/game boys under the supervision of the Head of the Department of Physical Education. An indoor and outdoor gymnasium is also maintained by the said department through a gym trainer.





ACADEMIC FACILITIES

The institution has a rich IT infrastructure and Wi-Fi connectivity to access broadband internet connection with high speed. The issues like hardware troubleshooting, computer hardware and software installation, updating of the college website, departmental blogs, maintenance of biometric devices, PU examination software, etc. are taken care of by one lab technician and one computer operator under the guidance of the BCA Department. The complaints and network related issues are posted telephonically and resolved immediately. Major repairs and purchasing are outsourced through GEM with the permission of Director Higher Education, Chandigarh. At the beginning of each semester, the readiness of the classrooms and labs are checked by the caretaker and his team. Regular inspection, maintenance of the furniture and classroom equipment is done regularly.

SUPPORT FACILITIES

The institution utilizes the services of the Engineering Department (Electrical, Civil and Public Health Wings) and periodical meetings are held with the Chief Engineer, Chief Architect and other concerned officials to ensure optimum utilization of budget allocated by the Chandigarh Administration for purchase, repair and maintenance of the infrastructure. There is a Health Care Centre in the college governed by the pharmacist. Record of the first-aid given to the students and the staff is maintained accordingly. Portable fire extinguishers are installed strategically inside the campus. Fire extinguisher technicians visit the campus from time to time for maintenance. Campus is kept clean and sanitized by an outsourced contract cleaning service providing agency under the supervision of campus cleanliness committee of the college.

