

## Office: Principal, Govt Kirti College Nial-Patran(Paitila)

Procedures and Policies for maintaining and utilizing physical, academic and support facilities.

- **Maintenance of Library:-** For the maintenance of library, to upgrade and update the infrastructure and facilities, library committee is formed each academic year that works in collaboration with administration to purchase, procure books, magazines , other material as per the recommendations received from the departments of the college and students as well. Library is equipped with Air conditioners. To foster reading habits among students, the reading room has been constructed beside the library.
- **Maintenance of computers:-** As the College runs courses in computer science, the maintenance of computer is taken care on regular bases. The principal of the college in tandem with staff decides about purchasing and maintaining IT equipments.
- **Classroom facilities :-** The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by grade IV workers and sweepers. The electrical appliances such as fans, tube lights and other teaching learning such as blackboards etc are checked and kept in working condition. Proper light and ventilation is ensured. In case of requirements, the purchasing committee plans accordingly and makes the purchase after approval of the Principal. The various rooms are equipped with projectors too.
- **Maintenance sports facilities:-** The sports department is responsible for the maintenance of sport equipments. As per the needs, the purchase committee buys necessary sport articles after getting permission from the Principal. The demands for sports equipments made by sport staff and students is taken into due consideration and equipments have been purchased either from GEM portal or open market through quotations.

  
PRINCIPAL  
GOVT. KIRTI COLLEGE  
NIAL-PATRAN (PATIALA)