

Dronacharya Govt. College Gurugram

Systems and Procedures for Maintenance and Utilization of Resources in Library

Reading Room

In the reading room of Dronacharya College library, good tables and chairs have been installed for the students to sit and study and keeping in mind the heat, there is also an air conditioner in the library so that the students can sit comfortably and complete their course. To avoid flies and mosquitoes, a fly-catcher has also been installed so that the students do not face any kind of inconvenience.

Newspaper and Magazines

In our library, we have subscription of 18 different types of newspapers and magazines (Hindi and English both) for the enhancement of knowledge of the students. Monthly and weekly magazines are purchased and employment newspapers are also been procured in English and in Hindi so that students can get information about employment opportunities.

Drinking Water

In our library 1 water cooler and 1 RO have been installed for the students to drink clean/safe/purified water.

Washroom

Washrooms have been made for the students inside the library itself so that the students studying in the library do not face any kind of inconvenience.

N-list

N-list subscription has also been taken in our library, so that all the students and staff of the college can get e-journal, e-books, and other types of facilities from the N-list.

Book Bank

There is also a section of book bank in our library, in which donated books are kept, which gives benefit to the needy students.

Placement cell

There is also a section of placement cell in our library, which has different types of competition books, that help students preparing for government job exams.

Government grant

Every year 1 grant is received from DHE Panchkula Haryana, for the library of the college, through which books in the library, furniture, water coolers, RO, Almirahs, computers and tables are purchased for the library.

Books in Library

Books of almost all courses are available in our library (approx.. 27000 in number). Books in our library are stacked in a very well organized manner. Books of Arts Section, Commerce Section, Science Section, M.A. Section, Reference Section, are kept subject wise.

Visitor Register

A visitor register has been kept at the main gate of the library, in which the entry of students has always been done on regular basis.

Soul 2.0

Software Soul 2.0 has also been bought for our library. All the work of the library like issue and return of books also been done by the software itself. Automation of Library Books has been done from Soul 2.0 software from which the information about the location of the books is obtained. Students are also given I-cards cum library cards. From the same software itself.

Library staff

Our library has a staff of 8 people. With whose help the work of the library is going well. Two boxes (one seed box and one medicine box) have been installed in the outer part of the library in which students and staff members donate seeds and medicines in them. These medicines are beneficial to the students studying in the college and the seeds are given to the gardeners, from which they make the college campus more beautiful and pure by planting flowers and plants of different types.

Qargeet
23/4/22

English Language Lab

The English Language Lab in Dronacharya Government College Gurugram is a well lit, spacious and well furnished room with various facilities for its smooth functioning and optimum utilisation. The English language lab is situated in the main office block of the college next to a green courtyard.

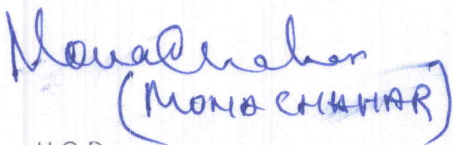
There are 26 computers with monitors installed in the language lab. These computers are loaded with Windows XP, Tense Buster Program, Study Skills and Business Writing Software. Each computer is set up on a proper computer desk and the students are provided with very comfortable chairs to allow them to sit and work on the computers in a relaxed and conducive manner.

In the event of a power failure, there is a provision for power back up as the lab is equipped with sufficient batteries to overcome the same. A window air conditioner is also provided in the language lab in order to keep the equipment as well as the students cool during the hot summer months. A printer is also a part of the equipment kept in the English language lab.

Students of the college are encouraged to make use of the language lab whenever they are free and at their convenience. In the absence of a qualified computer instructor, the college has assigned a lab assistant well conversant with computers to help the students in operating the computers under the supervision of members of the Department of English who are present in the language lab as per the timings assigned to them in the time table. A register is maintained to keep a record of the workings of the language lab.

The students who come to the language lab are required to maintain strict discipline and proper decorum in the language lab. After using the computers, the students are required to ensure that the work stations are left clean and tidy and the computers are properly switched off. Students are not permitted to use the language lab in the absence of the lab assistant and the teacher assigned for that period.

Due diligence is exercised to keep the English language lab in good working condition. In the event of any malfunction or break down of the hard ware or the software, the same is conveyed to the college authorities and the matter is taken care of by the relevant college committee.

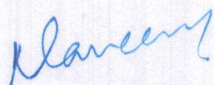

(MONA CHAKRABARTI)

H.O.D
English Department
D.G.C

Botany Department (2022-23)

Regarding the procedures related to maintenance and utilization of Lab facilities.

1. The Botany lab in Dronacharya Govt. College, Gurugram is well lit, spacious and well furnished room the various facility for it smooth functioning and optimum utilization. The botany lab situated in J.C Bose Block & in A.P.J Kalam Block of the college ,next to main stage ,there are 2 computer with monitor installed in the botany lab. These computer are loaded with window 10. In the event of a power failure there is a provision for power backup as the lab equipped with 2 batteries inverter to overcome the same. Window AC is provided in the lab to keep the equipment in well condition and the student cool during the hot summer month. A printer is also a part of the equipment kept for students. Students are also benefitted with smart class room where recorded lecture are available for more updation of subject Knowledge.
2. Laboratory augmentation grant is received every year to purchase the chemical and other requirement of the lab.
3. All the new items which are purchased are entered the stock register and also verified by principal on regular basis.
4. The maintenance work of botany lab-2 was done through IGNOU FUND.
5. There are Two Lab Attendant working in three labs of department. Their work is to assist the lecturer with smooth conduction of lab and check to the other requirement of labs.
6. Each equipment is distributed to each student in the lab for experiment purpose.
7. Two Fire extinguisher are installed in each lab for safety protocol.
8. Auction processer is followed in case of items to be dispose off.
9. Due diligence is exercised to keep the lab in good working condition.



H.O.D

Botany Department

Procedures for Maintenance & Utilization of Computer Science Labs

1. Number of Labs :- 7

Inventory :-

Computers (127)

Printers :- 10

Wi-fi Labs :- 5

Wi-fi and LAN :- 1

No. of Labs with smart class room :- 3

No. of Labs with projectors :- 1

Backups by UPS and Inverters :-

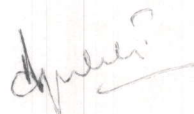
2. New items are purchased in department through Govt. grant/ UGC grant / RUSA grant. Maintenance is done through computer fund available in the college.

3. New items are purchased through Hartron, GEM Portal.

Steps followed are:-

- On the basis of requirement administrative sanction is taken.
- Administrative sanction for inviting the quotation / tender through approved sources.
- Comparatives is generated.
- Financial sanction is taken.
- Order is placed.
- Bill is received, Payment is done.
- Entry in stock register.

4. Maintenance of printers / computers are done by inviting quotation, order is placed to lowest rate vendor and get work done. All expenses regarding maintenance / repair are done through computer fund available in college. Entries are made in stock register.
5. Lab assistant is there and one peon is working for the upkeep of labs and students entry.
6. Students use these computers, internet & printers in lab during practical period allotted to them. Entry in lab register is done (Roll no, Name, System, Time).
7. Students are asked to keep their shoes and bags outside for cleanliness. Fire extinguishers and AC's are installed.
8. Department of Electronics & IT, Haryana Govt. rules are followed for disposing off the items.
9. Inverter is there as backup.
10. For the time being AMC is not done. Earlier it was done. New items are under warranty.



Procedure related to maintenance and utilisation in chemistry lab

1. Number of chemistry labs – 6

3 in old science block

3 in APJ block

We have following facilities in lab

- Fire extinguisher
- First aid box
- Fridge
- Exhaust fan
- Inverter
- Stools for students
- Supply of LPG gas in all labs which is safely distributed through pipe lines

2. Funds and grants –

- Chemistry department fund
- Lab augmentation grant
- IGNOU fund

3. Steps of purchasing -

- permission and administrative sanction and constitution of a committee by principal sir
- Quotations are called from minimum three venders
- Compression of quotations and quotation of the lowest rate is selected
- Financial section
- Order to vender of lowest quotation
- Received the items and invoice is sent to financial clerk
- Entry of items in department stock register.

4. Maintenance work is done through chemistry department fund.

5. Three lab assistants are working in chemistry lab

- Mr. Jaswant (LA) - Maintenance of chemistry store, Stock maintenance, Practical works

- Mr. Nitin - Maintenance of lab and practical work

- Mrs. Ritu - Maintenance of lab and practical work

6. Groups are formed of 20 students in first year and 15 students in 2nd and 3rd year. Equipment and instruments are issued to every student according to their requirements by lab assistants.

7. Safety protocols in chemistry lab

- . First aid box for avoiding skin and eye contact with chemicals.

- . Lab coat is mandatory to do lab work with safety.

- . Gas cylinders are kept outside the lab for safety measures

- . Hazardous and fuming chemicals are kept safely in lab With proper precautions

- . Exhaust fan

- . Fire extinguisher are kept inside and outside the lab to deal with sudden fire situations

8. Procedure off items to be disposed off:-

.Expired chemicals are exposed off by digging deep in the earth

.Permanent items less than 5000 are disposed off at college level by committee constituted by principal. If amount is more than 5000 then permission is taken from DC office and then from DGHE.

9.Double battery inverters are for electricity backup.

10. No annual maintenance contract for chemistry lab.

H.O.D

Chemistry deptt.

Handwritten note:
22/04/2022

DRONACHARYA GOVERNMENT COLLEGE, GURUGRAM

DEPARTMENT OF GEOGRAPHY

SR. NO	DESCRIPTION	DETAILS
1	NUMBER OF LABS AND INVENTORY	TOTAL 4 LABS INCLUDING 2 PSYCHOLOGY SMART LAB AND 1 SMART CLASSROOM
2	DETAIL OF MAINTAINANCE WORK	KEEP ON CHECKING FOR ANY KIND OF MAINTAINANCE REQUIRED, RECENTLY UPGRADED THE LABS i.e., 2 SMART LAB AND 1 SMART CLASSROOM
3	NEW ITEMS DETAIL IN STOCK REGISTER	REGULARLY UPDATED
4	DETAILS OF LAB ASSISTANTS	2 LAB ASSISTANT
5	DETAILS OF DISTRIBUTED EQUIPMENTS TO STUDENTS	REQUIRED INSTRUMENTS AND PERFORMAS ARE DISTRIBUTED BY THE LAB ASSISTANT TO THE STUDENTS
6	SAFETY PROTOCOLS	FIRE EXTINGUISHERS ARE INSTALLED IN FRONT OF LAB WALLS
7	ELECTRICITY BACKUP	2 INVERTOR
8	PROCEDURE FOLLOWED FOR DISPOSED ITEMS	ITEMS ARE DISPOSED OFF AS PER THE GOVERNMENT GUIDELINES.


H.O.D

18 Mar. 2022

PRINCIPAL

DRONACHARYA GOVERNMENT COLLEGE, GURUGRAM

DEPARTMENT OF GEOGRAPHY

SESSION 2021-2022

LAB DETAILS

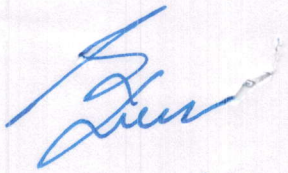
Sr.no.	DESCRIPTION	DETAILS
1.	NUMBER OF LABS AND INVENTORY	TOTAL 4 LABS INCLUDING 1 GEOGRAPHY SMART LAB AND 1 SMART CLASSROOM.
2.	DETAIL OF MAINTAINANCE WORK	KEEP ON CHECKING FOR ANY KIND OF MAINTAINANCE REQUIRED, RECENTLY UPGRADED THE LABS i.e., 1SMART LAB AND SMART CLASSROOM.
3.	NEW ITEMS DETAILS IN STOCK REGISTER	1 PRINTER PURCHASED FROM GEOGRAPHY FUND
4.	DETAILS OF LAB ASSISTANTS AND THEIR DUTIES	2 LAB ASSISTANTS INCLUDING 1 JLA IN THE DEPARTMENT ARE PERFORMING THE STATIONARY AND SURVEY EQUIPMENTS ^{Distribution} WORK PROPERLY WITH KEEN OBSERVATION ON MAINTAINANCE OF LABS ALSO.
5.	DETAILS OF DISTRIBUTED EQUIPMENTS TO STUDENTS	REQUIRED STATIONARIES AND SURVEY INSTRUMENTS ARE DISTRIBUTED BY THE LAB ASSISTANTS TO THE STUDENTS
6.	SAFETY PROTOCOLS	FIRE EXTINGUISHERS ARE INSTALLED IN FRONT OF LAB WALLS
7.	ELECTRICITY BACKUP	1 INVERTOR
8.	PROCEDURE FOLLOWED FOR DISPOSED ITEMS	ITEMS ARE DISPOSED OFF AS PER THE GOVERNMENT GUIDELINES.

[Signature]
HOD 15/04/22

PRINCIPAL

Procedures related to maintenance and utilisation Mathematics Lab

1. Number of mathematics lab is one.
2. The fund received from 2nd year and 3rd year students for the purpose of mathematics practical.
3. steps -
 - a. As per requirement for purchasing or maintenance In mathematics lab , we take permission from principal.
 - b. Principal draft a committee for quotation call for Maintenance or purchasing.
 - c. After comparison of quotation by committee the firm whose quotation found lowest, will be Called for purchasing or maintenance.
 - d. After submit the bill by the firm in account office, We will entry to the stock register
4. Maintenance work is done through lab fund.
5. No lab assistant working in mathematics lab.
6. Groups are formed of each 15 student and PC is allotted to Roll No. wise in each group.
7. Fire extinguisher are outside the mathematics lab.
8. There are no items to be disposed off.
9. Electricity back up from inverter.
10. None of the annual maintenance contract for mathematics lab.


(Dr. SUSHIL KUMAR)
H.O.D. Mathematics

Department of Physics

1.No. of Labs=05

2.Lab funds:-Lab augmentation fund /grant and physics year laboratory fee of 72 Rs /per every student is charged under fee or physics laboratory moreover , lab augment action grant is also proved by DHE every year for maintenance & up gradation of physics lab.

3.Procurement of apparatus :-

Physics lab apparatus are procured either by calling quotation or purchased through GEM by following standard procedures for this , a committee is formed consisting of at least three member ,record of apparatus is maintained in stock register and verified every year .

4.Use Of Lab Apparatus :

Apparatus are issued to the LA s from stock . LA s are responsible for taking proper care of apparatus such as along cleaning , etc.

They regularly check the proper functioning of the apparatus ,they issue the apparatus to the students during practical hours .student submit the apparatus back to the LA at the end of practical periods .working status of apparatus is verified at the time of submission .

5.DO AND DON'T s in the lab :-

:-Student must check the physical status of apparatus issued to them at the time of issued.

:-Student must handle the apparatus properly during practical.

:-In case of mishandling of apparatus student will be fined .


6.Details of LA s:-

No of JLA:-01 (SH. VIJAY KUAMAR SHARMA)

No of LA:-02 (Mr. Mintu kumar & Mr.Aashif)

7.Safety Protocols in labs :-

Fire extinguishers have been installed in physics labs for preventing any incidents due to short circuit etc.


H.O.D PHYSICS

Department of Zoology

1. **No. of labs:** 3

2. **Lab funds:** Zoology lab fund and lab augmentation grant

Note: every year laboratory fee of 72 rupees/per student is been charged under zoology laboratory fund from medical student particularly moreover lab augmentation grant is also provided by D.H.E every year to maintain and upgrade the lab.

3. **Purchasing of instruments and glassware:**

Zoological items are purchased either by calling quotation or purchased through G.E.M portal following the standard protocol.

Repairing of instruments and dumping of biological waste-

Instruments repaired by following standard protocol and biological waste is dumped after it has been decontaminated by autoclave or may be buried in deep earth following standard procedure.

4. **Use of lab apparatus:**

Instruments and glass wares are issued to the LA's from stock. LA's are responsible for taking proper care of instruments such as cleaning, oiling etc. and as well as maintains of records of functioning of apparatus and instruments

They issue the instruments or glass ware to the students during practical hours and students submit the instrument back to the LA at the end of practical period. Working status of instrument is verified at the time of submission.

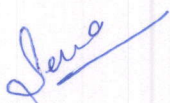
5. **Do/don't:**

Students must check the physical status of instrument issued to them at the time of issue.

Students must properly handle the instrument or museum specimen's during practical hours.

In case of mishandling of instruments or museum specimen's, students will be fined.

6. **No. of Lab attendant:** 2 (Mr. Sunil and Mr. Pawan Kumar).



Dr. Seema Kumari

H.O.D

Zoology Department

D.G.C. Gurugram.