



Ref.No. GCSEEMA

4.4.2: There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computer, classrooms etc.

Institutions typically implement systematic and well-structured procedures to ensure the maintenance and effective utilization of physical, academic, and support facilities like laboratories, libraries, sports complexes, computers, and classrooms. These systems are crucial for creating an environment conducive to learning and overall development.

Laboratories are maintained through regular calibration of equipment and periodic inspections to ensure safety and functionality. In the Science block there are six laboratories for science subjects fully equipped with latest equipment's. Standard operating procedures (SOPs) guide the usage of lab facilities, with designated staff overseeing their upkeep. Students and faculty follow strict guidelines to maintain cleanliness and safety, while consumables and chemicals are replenished as needed.



Libraries are managed by dedicated librarians who oversee the cataloguing, issuance, and return of books. Digital library systems streamline operations, providing access to e-books, journals, and databases. Regular audits ensure the availability of essential resources, while repair and binding services maintain the physical condition of books. Quiet zones and proper seating arrangements enhance user experience.





GOVERNMENT COLLEGE SEEMA (ROHRU)

District Shimla, Himachal Pradesh – 171207

A NAAC accredited B++ Co – educational Institution

Affiliated to Himachal Pradesh University, Shimla

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The **sports complex** is maintained by a dedicated team responsible for cleaning, repairing equipment, and marking fields. Regular checks ensure the safety of sports gear, and training sessions are organized to promote the use of facilities. Events and tournaments encourage participation, fostering a culture of physical fitness and teamwork. The college has separate complex for the sports activities called Pavilion build-up under RUSA grant in which changing rooms for girls and boys are there with separate toilet/ washrooms for every sports person. This complex has 70 seating capacity those whose want to take live sports activities enjoy. Almost college has sports event court for every outdoor games. For the indoor sports we have few option other our students go to rohru sports indoor complex for using indoor sports facilities. We have MOU with the state government sports authorities regarding coaching and utilization of indoor facilities.



Computer facilities are managed by IT teams that ensure systems are updated, secure, and functional. Periodic maintenance of hardware and software prevents disruptions. Internet connectivity, antivirus protection, and backup systems are monitored closely. Students and staff are given access based on predefined schedules and policies to ensure equitable usage. In this regard college has for computer labs having 124 computers for the students of the college. All labs functional properly handling by BCA/ PGDCA departments, running different workshops/training skill based programmes for the all students/ Teachers of the college.





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Classrooms are maintained through routine cleaning and repairs. Facilities like projectors, smart boards, and furniture are checked regularly to ensure they are in good condition. Proper lighting, ventilation, and seating arrangements are prioritized to create a comfortable learning environment.

All these facilities are governed by institutional policies, with regular feedback mechanisms in place to address issues and improve services. Budget allocations are made for maintenance and upgrades, and committees are formed to oversee and monitor their effective utilization. Awareness programs and training sessions encourage responsible usage by students and staff.



By maintaining these systems and procedures, institutions ensure the longevity of resources, support academic excellence, and foster a holistic learning atmosphere.