



## **Policy for physical resources utilization**

w.e.f. July 2020

The College is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of the students. To make the teaching learning effective and efficient, the college has an elaborative policy so that the infrastructure including class rooms, seminar hall, laboratories and other physical and academic facilities could be optimally utilized.

### **CLASS ROOMS**

Apex College, Makrana has many White Board, Marker and duster classrooms as well as ICT enabled classrooms to provide a blended mode of teaching to the students. Each classroom is equipped with appropriate, comfortable furniture; good ventilation and adequate light. In order to make the classrooms fully utilized, the college adopts the following measures:

- Allotment/utility of classrooms is subject to submission of requisition through proper channel.
- Classrooms are utilized as per the prescribed time table by the college.
- Classrooms are under the surveillance of CCTV in the corridors.
- Maintenance of classrooms is under the Infrastructure Development, Purchase and Maintenance Committee.
- Maintenance of teaching aids like, LCD, computers, Laptops is done by ICT Committee.



- Laptops have been issued to the departmental heads and various cell in charges to use ICT facilities. However, if any faculty requires more in number, he/she have to book with ICT committee in advance.
- Students can use classrooms and teaching aids with the prior permission of the concerned teachers.
- The work of painting of classrooms is done at the time of vacations.
- Cleanliness of the classrooms is maintained by the supporting staff of the college on a regular basis.

### **LABORATORIES**

The college is facilitated with many laboratories of different subjects i.e. Physics, Chemistry, Botany, Zoology, Psychology, Electronics, Mass Communication, Retail and Computer Science etc.

- The laboratory equipments, chemicals and consumables are purchased as per requirement through proper procedure. All the lab heads submit their annual estimated laboratory budget to the principal well before the beginning of the academic session.
- The local vendors are encouraged to provide the required equipments, chemicals and consumables to the college and they offer subsidized maintenance and service.
- The stock register of each laboratory is regularly maintained and checked periodically.
- The walls of the laboratories are adorned with practical related materials



like periodic table, safety measures, construction and working of various equipments and inspirational life stories of world-renowned scientists.

- The lab equipment are periodically inspected ensuring timely repairs and preventing any damages for getting worse, the lab equipments are kept away from any extreme heat or cold.
- Timely replacement of damaged parts is done. Equipments are regularly calibrated for ongoing preventative maintenance for keeping the laboratories in optimal condition.
- If the equipment is intended to use for a short period of time, it could be worth looking into hiring good-quality equipment rather than purchasing the cheaper equivalents.
- There is a designed rubbish bin for broken glass and materials with sharp edges and it is kept in a location of easy reach. It is not allowed to its reach capacity when the bin is half-full its contents are disposed-off properly. Proper procedures for using lab equipments are maintained.

## **SPORTS FACILITIES**

Apart from academic facilities, the college has commitment to provide facilities for sports, Games and Cultural activities, Facilities for indoor games such as Shuttle Badminton, Carrom and Chess has been provided to the students. There is a badminton court of 44\*20 sq. ft. area available for practice. One big playgrounds measuring the size of 10 Bighas. The college ground is used to conduct the Annual sports Meet. Coaches are appointed to



train the students in different sporting events for which the college uses stadium also.

- Sports Council and Advisory Committee suggest, advice and recommend on matters of sports and physical education well before an academic session begins.
- Sport material is purchased with the prescribed procedure and is maintained and verified time to time.
- As per the UGC Certified Education Boards passing certificate of 12<sup>th</sup> are eligible for the admission and that students are eligible to participate in the All India as well as Inter University Competition etc.
- Ever seat awarded to any sports student have to come through recommendation from the physical Education Department with justification. As per the policy of sports, the seat is awarded through Admission Committee and sent for approval of the principal .
- Only University charges are taken from the students who win Intercollegiate Gold Medal/State Gold Medal. National/International or All India Interschool participation.
- Sports facilities are facilitated periodically by the maintenance staff under the guidance and requisites of the concerned and facilities are maintained periodically and kept clean and tidy.
- Usage of sports material is under the guidance of the sports department.



- None of the sports material is not taken out of the campus without the prior permission of the concerned.
- None of the equipment, materials, sports materials are taken inside the campus without the prior permission of the concerned.

### **AUDITORIUM AND SEMINAR HALLS**

The college has one multi-purpose auditorium and 1 fully equipped ICT enabled seminar halls.

- Prior intimation and permission are required for utilizing auditorium and seminar halls.
- After the date is fixed for any event, the person in- charge looks after the necessary arrangements. Electrician and technical experts are the in charges for electrical and ICT facilities.
- Furniture and other infrastructure are maintained time to time as per the requirement by the infrastructure Development, Purchase and Maintenance Committee.
- ICT equipments are to be taken care of by the ICT committee.
- Seminar Halls are painted frequently as per the requirement.
- Cleanliness of the Auditorium and seminar halls is done by the supporting staff of the college on a regular basis.