

Systems and procedures for maintaining and utilizing physical, academic and support facilities at G. H. G. Khalsa College of Education, Gurusar Sadhar, Ludhiana

Laboratory

Proper issue and return registers are maintained. Any repairs and new requirements in the laboratories are reported to the concerned technicians or outsource agencies and maintenance workers through the office.

Library

All the books are entered in the ERP. If we purchase new books, all the new books are entered same as before in ERP. All the staff members and students are enrolled in it and all of them are having their own user name and password. We are using online process for reissuing the books. Every student can check online the availability of book. As the students return the book, immediately library staff uploads the same in ERP and accordingly that book will be shown to everyone. The library is fully automated. The Library Committee convenes a meeting once in a month, and more frequently as required. In that meeting, the required books are discussed by all the staff and students and purchase of books is done according to the required number.

Books, Journals and periodicals are received regularly in the library but if any special research journal is required by any student or staff member, then other research journals are also purchased. This library also has very old books and any old or new book in need of binding or any kind of repair is also sent for repair and ridding. CCTV arrangement helps in better monitoring of library resources. Annual stock taking is done to ensure the safe return and upkeep of library books.

Sports Complex

The college extends its playgrounds hostel/accommodation facilities even to other National and State Level players who visit the college for tournaments, police and school games. The college grounds are used for sports activities not only by our own players but also by players from our sister institutions, nearby schools, village sports clubs, Air Force Station Halwara and Police Games, trials and recruitment rallies. The duty of regular care and maintenance of the grounds, lawns and plantation in the college is held by Mr. Ashok Kumar (Gardner), Mr. Ram Pher (Gardner) and a number of daily wagers hired by the college

Computers

The institution has a dedicated team of senior technical assistants and computer network assistants for providing support services regarding hardware and software maintenance.

Classrooms etc.

The classrooms remain occupied for the whole day for teaching programmes. The smart classrooms are used not only for lectures but also for audio-visual techniques like showing syllabi-related movies.

The institute has a contract mechanism under which electric work, wood work, sanitary work etc. are accomplished.

The college building is fully insured against any kind accidental damages. Repairs and maintenance of the furniture as well as electrical appliances is done as and when the need arises

The institution has a proper wastage management and energy conservation policy which reflect its green campus initiatives.

Suggestion boxes are placed at all strategic places in the college campus and students or faculty is free to express their opinions/suggestions/grievances through it.