



Office of the Principal  
**Govt. Degree College Tral**  
**Kashmir-192123**  
گورنمنٹ ڈگری کالج ترال

## **PROCEDURES AND POLICIES FOR MAINTENANCE OF PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

The Institution has a well laid out mechanism for ensuring maintenance of Physical, academic and support facilities. The college adheres to the following procedures for the same:

**1. Laboratories:** In order to keep laboratories better equipped and ensure their maintenance, the college purchases the laboratory equipments through college purchasing committee after ensuring that all codal formalities are duly followed. The college hires the services of experts in case of repairs of any equipments and the expenses for the same are met out of college local fund.

**2. Library:** The college library is one such place which remains abuzz throughout the academic session and to ensure its maintenance is always the priority of the college administration. Students are encouraged to avail the library services to their fullest. The college has a policy of lending library books to students which they can take home for a period of two weeks and the same can be get renewed after the expiry of the stipulated period of time. To ensure the general maintenance of the library, occasional renovations are carried out, expenses of which are met out of college local fund.

**3. Sports Infrastructure:** For upkeep and maintenance of sports infrastructure, the College Sports Committee proposes the necessary work that needs to be undertaken by the college administration. The proposed work if of trivial nature is initiated in collaboration with College Development Committee and expenses are met out of college local fund. But if huge funds are involved, then the proposal is forwarded to Administrative Department for further necessary action.

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**4. Computers:** The computers housed in computer lab and other offices of the college are regularly updated. Any technical repair if needed is done by professionals hired for the purpose. Other associated essentials things like cartridges for printers are replaced as and when necessary. The expenditure incurred is met out of the college local fund.

**5. Classrooms:** The college administration always ensures that classrooms are always kept clean and hygienic. Occasional renovations like paints, fixing of broken desks, fixing of broken window panes etc., are carried out to keep classrooms in good conditions. Proposals are forwarded to Higher Education Department for grant of necessary financial assistance and all necessary codal formalities are duly observed.