

Infrastructure Policy



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Revised Policy Prepared by
Internal Quality Assurance Cell

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Infrastructure Policy

1. INTRODUCTION :

Education is a process of imparting or acquiring knowledge, developing the powers of reasoning and judgment and generally of preparing oneself or others intellectually for matured life. It makes an individual civilized, refined, cultured and educated and prepares them for battle of life so as to enable them to shoulder their responsibility towards the progress of the society and country. The most important factor in determining if an educational Institute will develop or stagnate is the presence or absence of infrastructure and teaching and learning resources. Infrastructure in an Educational Institution includes the appropriate physical environment to provide education that comprises of suitable spaces to learn, one of the most basic elements necessary to ensure access to education and also all the necessary pedagogical and functional needs of such space. Infrastructure can be enormously useful. An effective education creates a population with both the skills and the mindset needed to create economic progress.

Any development oriented programme derives much of its strength from inherent directives framed in the form of a policy. Infrastructure Policy of Govt. K.R.G.PG College focuses on improving the delivery, maintenance, and operation of physical infrastructure. This is accomplished through dedicated teaching, research, and outreach efforts in infrastructure policy. In designing and developing infrastructure, clear recognition of the intended purpose and desired outcomes is critical to successful implementation.

2. VISION :

To provide the basic physical facilities and resources needed for the growth and empowerment of the students in terms of knowledge, education , identity and individuality so that they are able to sustain in today's' ever-changing world.

3. MISSION :

Utilization of physical facilities and infrastructure so that student's evolving needs at a competitive level are met and quality of students, faculty, researchers and staff are retained.

4. OBJECTIVES :

- To systematize prioritization of infrastructure needs and ensure adequacy of infrastructure including land, buildings, and all the necessary physical facilities
- To bring awareness in the students regarding infrastructural facilities available in the College during zero classes
- Procuring funds for development of infrastructure.
- To focus on development of green infrastructure as a eco-friendly venture
- Ensuring optimum Utilization of Infrastructure
- To establish a library which meets diverse needs of students, faculty and researchers and it's up gradation as and when required.
- To plan, construct, acquire, develop, maintain and utilize sports infrastructure and encourage students to participate in sports
- Planning and establishment of need based residential facility
- To modify and improve policies with changing educational needs and scenario.

5. PROVISIONS :

A) Academic and Research

- Establishment of faculty blocks and various departments in all the disciplines offered by the College and to set up well equipped and furnished teaching departments. Due to limited area of the campus a vertical construction to be done whenever needed to introduce new classrooms /departments.
- Establishment of well maintained class rooms is the priority in any teaching institute hence adequate teaching aids are to be furnished and updated regularly. To establish adequate number of laboratories in the Science and Home Science departments enabling the students' gain practical experience with instruments equipments and techniques. The laboratory up gradation should be done at regular intervals as per curriculum demands and also to keep students' aware about the advancement science and technology.
- A smart class room is an important teaching aid in the modern era. Smart class rooms to use interactive modules like videos and presentations as these visually attractive methods of teaching become appealing to students who are already struggling with the traditional method of teaching in a classroom.
- To provide post graduate studies and research centers in all the faculties and teaching departments so that students may pursue post graduate and doctoral studies in their parent institute. This will be benefiting the students who cannot afford studies outside and for the students residing in adjacent rural and small towns and villages near Gwalior.
- Research Laboratories with all the necessary facilities which include equipments, scientific instruments and appliances required for the research work to be carried out should be established in various departments. A centre taking care of maintenance of these research facilities should also be provided in the College.
- Introduction of vocational courses along with traditional courses help build career of the students and give them wide avenues in employment sector. Therefore these courses are to be introduced at regular interval as per the demand of the time.

- Teachers are forced to use texts, approved materials and methods in order to facilitate learning. One such source that can provide a wealth of knowledge and unlimited access to cultures, ideas, history and knowledge from all over the world are museums. Museum is a educational resource and may be an alternative source of information to compliment their lesson plans. The teaching departments should be encouraged to set up museum.
- A green house should be established in the College to contribute in the growing of knowledge about students' conceptions and views concerning environmental and natural resource issues.
- To make students aware about how reduction of CO₂ emission would affect society and how do they explain that the depletion of the ozone layer is a problem. This will also enable students to learn about next level of gardening as greenhouse technology is the unique technique of providing favorable conditions to the plants.
- Animal house is to be used for teaching and research purposes by the department of zoology. A well built animal house where hygienic practices may be observed and that is separated from main teaching blocks is a requirement of research centre in zoology. Therefore animal house should be constructed.
- To encourage and motivate students to adopt eco-friendly practices. Along with composting done with natural materials vermicomposting should also be introduced, which will make the students aware of how various organic matters may be used efficiently. To practice appropriate waste disposal, vermin-compost technique as a waste disposal method should be promoted.
- A Seminar and conference hall with adequate seating capacity is among the basic requirement of any Institute where seminar/conferences/workshops/academic meetings and special lectures may be organized. It should be sought that these halls have ICT facilities for making presentations.

b) Administrative Blocks

The very first structure that welcomes every entrant of the College is administrative block, which should house office of the Principal and Administrative Offices.

- To systematize administration, Ministerial office and Accounts offices are required to take care of administrative work.
- Ministerial office should look after (gazette and Non-gazatted), inward/dispatch sections, a store, registrars and head clerk office and a section for T.C. issue. Accounts, audit, fee collection, scholarships and cash are to be dealt by accounts office.
- At the entry of the Administrative Block, a reception area should be provided which will facilitate the students, staff and other persons who seek to enquire something in relation to the college. The reception should be provided with an exclusive staff, with telephone and computer facility.
- The office is fully computerized with 24 hours broad band access. Students and parents have access to the office for their admission, fees payment, student's scholarship, student registration, and all other educational needs. The legal and all the documentation work of the college should be done in this block.

c) Autonomy Block

The college has been conferred autonomous status since 1995. Consequently it has evolved its own examination system. Functions of Autonomous Cell are governed by chief controller. The cell comprises of Academic Cell and Examination Cell.

- Head of the Academic Cell is Academic Secretary and two Deputy Academic Secretary work under Academic Secretary.
- The Examination Cell should be headed by Controller Examinations. Two Deputy Controller Examinations and ten Assistant Controller Examinations assist Controller Examination in smooth running of examination cell.

- Examination Cell should be consisted of undergraduate (UG) and post graduate (PG) cell ,a central valuation hall, and two control rooms one for conduction of semester examination and the other control room is there to conduct competitive examinations.
- Various important cells should house in autonomous block such as UGC Cell, IQAC Cell, RUSA Cell and office for Alumni Association.
- Academic Cell looks after all the academic activities to be carried out in the College. The various academic activities include organization of seminars and conferences by various departments, extension and guest lectures.
- Maintenance of all the academic data and record of faculties.
- Formation of various cells for students' welfare.

d) Central Library

Library is a place where informational and social infrastructures intersect within a physical infrastructure that supports educational program. Constitution of a library committee is a essential requisite in a College or Institution to formulate general library policies and regulations so that functions of the library are governed and also for library management and up gradation of library. To work towards modernization and improvement of Library.

- The library should necessarily have an office for librarian, issue and receive center, archives, display section and a reference section. Establishment of a separate IT section and e-library in the Central Library to facilitate students to access online study resources.
- To have fully automated library and online resources like INFLIBNET, e-books and e-journals. A reading hall should be there to accommodate at least 100 students at a time.
- As the College is a research center in various disciplines a separate space for research sections should be allotted in the library. This section ensure that thesis in hard as well as soft copies of thesis submitted and research journals are made available for the research scholars so that they can easily consult references and research methodologies'.

- Acquisition of adequate books, journals, news papers and magazines in the library should be in priority. Conservation and preservation manuscripts and documents and special collection should be done. Students should be made aware about the Central Library of the College.
- To ensure that library functions in the way so that all the students from different faculties may acquire books and are benefited. Effort should be made towards increasing diversity and quantity of published materials. To plan library awareness programs during academic sessions. To organize training/internship programs for students perusing library science studies.
- A provision of separate sections for students, faculty and researchers and differently abled persons should be made.

e) Sports

Sports and activities should be run in an Institution so as to enhance the development of physical skills, and encourage ethical and social development. There should be a separate sports department which has an office for Sports officer. The college sports department works in consultation with the sports committee comprising teachers. The college has a healthy practice of giving priority to outstanding sport persons during admissions. Facility of a store should be there in the sports department.

- As there is space constraint in the campus a multistoried sports building is to be raised which has courts for indoor games and simultaneously an alternative arrangement for outdoor games should be done.
- To encourage physical fitness a gymnasium facility is to be provided for students and staff as well. Students should be motivated to participate in sports as it may be chosen as career or it is likely to provide job opportunities to the students.
- Maintenance and utilization of sports infrastructure and facilities in the space available in the campus be done regularly. Institute should periodically undertake up gradation and development of gymnasium and should provide sufficient equipment for practice sessions to be worthwhile in up skilling team players.

f) Students Facilitation

Students on average spend a considerable time in the College, so it needs to provide the right facilities to help them study and guide in all the activities done in the premises, the help center has to be located close to administrative block and should be easily accessible.

- The help center should focus on assisting the students in the online admission process and to guide and help in solving the problem they come across. Common facilities also play a vital role in building a sense of community and helping students to feel at home, hence common room facility should be made available.
- To promote the social, cultural and intellectual development of the students and to support students as they develop their skills and create a variety of events and activities. It should be the goal of the Students Union Office to create a comfortable environment and provide platform and opportunities to the students of College to share, create, and implement their own ideas.
- An educational institute aims at students' overall development and welfare therefore Students' Welfare Cell ,Employment Cell a Personality Development Cell Women Development Cell have to be establish to address students welfare issues. These cells should provide counseling and guidance to the students in academic, social and personal as well as employment associated issues.
- The College must have NSS and NCC wings as it is the integral part of the co- curricular activities which bring out potential and abilities of the students that may take them towards brighter tomorrow.
- A canteen must be available in the College premise which provides enough variety of food and meal at affordable rates to keep its students satiated. A committee should be constituted to check hygiene and quality of food being served to the students.
- A parking lot should be available to accommodate two wheelers and four wheelers of the students as well as College staff.

- Providing facilities for disabled persons to make their stay comfortable. This includes ramps with railings, toilet. Provision of wheel chair for differently abled students. Assistance and guidance in academic as well as non academic activities.

g) Residential Facility

The College should make sure that hostel facility is available in the campus to all students who need it. Institutions provide the students an accommodation that will be always a Home away from Home feel and ambiance while staying, comfortable, eco-friendly environment in a lush green campus so that students can have pollution free breath.

- To plan and establish adequate residential facility. Spacious and well furnished rooms with the basic amenities needed.
- The Hostels to be equipped with Internet with Wi-Fi and a telephone should be made available for the residents.
- 24X7 power and water supply, and adequate mess facilities in order to make students' stay comfortable.
- Provision of recreation facility and a recreation room which has newspapers and magazines and television
- Sick room facility for the resident students as well as non residents should be there in College/Hostel to attend any medical condition or illness.
There are a few quarters available in the campus hence residential facility may be given to class III and Class IV employees.

h) Auditorium

- The Auditorium with two green rooms is an essential part of infrastructure in a College. That may be used for all the academic activities like National Conferences as well as major cultural events like intercollegiate competitions conducted throughout the year.
- A multipurpose open stage has been made available in Ravindra Chauk (953.23 Sq.Mts.). Jal Vihar which is a heritage place is also used as open stage for cultural programs. A terrace stage is also made available to be used for various activities.

i) Exotic Features and Rich Heritage

- Sangeet Bhavan, Turtle Park and Sarve Dharm Prarthan Sthala are the exclusive and unique features of the College infrastructure.
- Jal Vihar, Step Well, Rani Mahal and Saraswati Mahal are among the structures of rich heritage.
- Efforts should be made to maintain and preserve these distinct structures of the College.

j) Green Infrastructure

The campus of this college should be made very eco-friendly by having small and big areas full of greenery. Maintenance gardens, lawn and shelters etc. as green infrastructure should be done periodically.

- To plant Trees and ornamental /flowering plants every year should be the priority as plants are the prime source of environmental purification of and beautification.
- Understanding importance of green infrastructure the main concern should be to have a botanical garden and a garden that has medicinal plants.
- Gardeners should be appointed to look after the greenery in the College so that Collge has at least 25% of the area as green infrastructure.

k) Energy Conservation

- Track data and policies relevant for assessing innovative approaches. Adequate invertors and generators as power back up mechanism in teaching and administrative departments.

- Adoption of eco-friendly approach in raising new infrastructure and acquiring equipments and gadgets. Reduction of carbon footprints through use of energy efficient appliances like CFL/LED lights and star rated energy conserving equipments and gadgets.
- Use Energy Efficient Appliances should be the priority. When planning to buy some electrical appliances, preference should be to buy one with Energy Star rating. Energy efficient appliances with Energy Star rating consume less energy and save you money.
- Energy conserving techniques like solar panels and should be introduced in the College
- Fix Air Leaks, Switch Off Appliances when Not in Use, Drive Less, Walk More and Carpooling are the smaller modes of energy conservation and providing education about practicing these is probably the most powerful of the energy conservation techniques that can be used. Education should be provided to the staff and students are about importance of energy conservation, it is about showing the alternative choices that can be used in construction, manufacturing and other processes.

I) Water Conservation

- To ensure water supply in the campus through adequate water storage tanks and bore wells
- To practice water conservation , rain water harvesting technique and grey water recharge Should be introduced in the College

m) Utilization of Funds

Optimum use of funds being provided by Janbhagidaari, Autonomy, Distt.Planning Board and Corpus funds and grants obtained from U.G.C. and State Government for improving existing infrastructure and development of need based infrastructure to meet requirement of traditional as well as recently introduced employment oriented courses. Besides this seeking grants from other funding agencies like U.G.C. and State Government for the same should be done periodically.

6. CONCLUSION:

Availability of infrastructure and teaching and learning resources are fundamental and crucial to an educational institute as the teaching and learning exclusively depend on these two resources. Any development oriented programme derives much of its strength from inherent directives framed in the form of a policy. Therefore these policies are framed to achieve objectives and mission of the Institution hence it becomes mandatory for an Institution to observe and function according to policies framed in order to inculcate moral values, to develop as an independent individual who is educated and aware and place herself well in this era of globalization.

-Sd-

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