

Policy Document of Usage and Maintenance of Infrastructural Resources

Department of Geography
Govt. P.G. College, Ambala Cantt.

I. Department's Infrastructural Resources available

- Two Smart Class rooms/Labs
- One smart classroom/Remote Sensing (RS) and Geographical Information System (GIS) lab have 11 computers with RS & GIS Software
- One classroom/lab with Projector
- One spare Projector
- Two computers for departmental uses (one for faculty and one for LA)

II. Who takes care or maintains these infrastructural resources?

- Lab attendant and the faculty members of the Department of Geography

III. Who can use these resources?

- The faculty and the students of the department can use it.

IV. Are these resources available for other department of the college? If yes, what is the policy and procedure?

- The above-mentioned resources can be used for any activity or event or competition or seminar or workshop and so on organized by the college, with the permission of the Principal.
- The above-mentioned resources can be used only when they are free at the given point of time.
- The above-mentioned resources are used on the basis of urgency and first come first serve basis (for other departments) or as the order of the Principal.

V. Are these resources available for an outsider who is not a student or employee of the college?

- No

VI. How do you handle the surplus resources?

- Surplus resource can be issued or transferred to other department or cell, if they demanded, with the permission or instruction of the Principal.


Sh. Ajay Chauhan

Department of Geography



Tourism Department

Computers, Laptop, Internet Dongles, Projector and Printer is available in the department. Where few Computers, Laptop, Internet Dongles and Printer are of obsolete nature or unserviceable and need to be write off. Already applied for write off. Department requires smart class room facility.

1. Who takes care or maintains these infrastructural resources?

The Tourism Department is responsible to maintain these infrastructural resources mentioned above.

2. Who can use such resources?

The Tourism faculty and persons permitted by the Principal can use such resources mentioned above.

3. Can these resources be available for an outsider who is not a student or employee of the college?

No


4. Can these resources be available for other departments (of the college)? If yes, what is the policy and procedure?

Yes, these resources can be available for other departments too with the permission from Principal.

5. If two persons apply for the use of one resource, to whom will it be allocated? what is the policy and procedure?

If two persons apply for the use of one resource, then the person who has an permission from Principal can use such resources mentioned above.




Dr. Rajeev Sharma
H.O.D (Tourism)

Edusat Room(Now use as class room)

1. Who takes care of or maintains these infrastructural resources.

Dr. Malika Bhiyana (Assistant Professor of Computer Science) takes care of Infrastructural resources of Edusat room.

2. Who can use such resources?

Students and Employees of the College can use the equipment available in Edusat Room.

3. Can these resources be available for an outsider_ who is not a student or employee of the college?

No, these resources are not available for outsiders.

4. Can these resources be available for other departments (of the college)?
If yes, what are the policy and procedures?


These resources are available for all the students of the college.

5. If two persons apply for the use of one resource, to whom will it be allocated? what are the policy and procedures?

N/A

6. How do you handle the surplus resources?

N/A


Malika Bhiyana
(Asstt. Prof. of Computer Science)



RED RIBBON CLUB and YOUTH RED CROSS

Infrastructural resources under RRC and YRC: Nil



Anju Tanwar
RRC Convener and YRC Counselor



DEPARTMENT OF MATHEMATICS

Policy for Maintenance and Utilization of Physical, Academic and Support Service Facilities

The need of policymaking arises from constant, continuous and smooth execution of these services and facilities. So a policy document is prepared. The policy document assures the optimum utilization and proper maintenance with a standard required specification of physical, academic and support service facilities of the college.

Objective of Policy Document:

Following aims are achieved through the policy document.

1. To achieve optimum utilization of facilities and services for the benefit of stakeholders.
2. To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
3. To prevent misuse and misconduct of resources and services.
4. To achieve timely up-gradation, replenishment, repairing and replacement of the resources and services.
5. To set standardized maintenance and utilization procedures for resources.
6. To reduce probabilities of accidents at workplace for ensuring safety.

Facility	Description
Computer Labs	One Computer lab: 04 Desktop Computers, 01 computer with UPS facility, LAN, Internet Connectivity.
Smart class rooms (Edusat Room)	No
Staffroom	One Staff room with 01 Computer with internet connectivity and printer.
Printer	00
Laptop	00

Utilization and Maintenance of Computer Laboratories

- Computer Lab in Commerce department is allotted for Practical session based on a timetable.
- Standard Operational Procedures for handling various Equipments and instruments are to be strictly followed.
- The maintenance of computer laboratory is taken care by laboratory In-charge and the system administrators take care of the repairs and maintenance of all computers.

Stock register is maintained and updated regularly.

- Stock verification and inspection must be carried out by the departments at the end of the Academic Year.
- Old and outdated equipments and instruments are discarded by standard procedure.
- Non usable gadgets are discarded as per the write-off policy. The college maintains an e-waste bin to discard the waste in an appropriate manner.

2. Users

Faculty and students of Mathematics department have access to these facilities.

- All users have to comply the rules formulated in relation to having the access to these infrastructural resource.
- Department does not allow the access to the outsiders as per the college norms.
- With the permission of the chair, members of other departments can have access to the resources in case of emergent requirements.
- The user shall ensure physical safety of the equipment and produce the same as and when required for stock verification by college administration. If any peripheral or components of the equipment assigned is found missing, the user shall report the same to the concerned Lab in charges and HOD for further action.

Kayani

**Policy document of usage and maintenance of infrastructural resources
Physics Department**

1. Who takes care or maintains these infrastructural resources?

Lab Attendant

2. Who can use such resources?

Faculty members and students.

3. Can these resources be available for an outsider who is not a student or employee of the college?

Yes, with prior permission of the principal.

4. Can these resources be available for other departments (of the college)?


Yes, with prior permission of the principal.

5. If two persons apply for the use of one resource to whom will it be allocated? What is the policy and procedure?

As per the instructions of the Principal.

6. How do you handle the surplus resources?

No surplus resources are available.


(Dr. Alka)
(Ass. Prof. in Physics)



DEPARTMENT OF ENGLISH

The department has been allocated two computers along with the LAN facility. All the members of the Department can avail of this facility as per their official requirement. The resources can also be utilized by other staff members/students as per the directions of the Principal.



Head
English Department



Principal

ENGLISH LANGUAGE LAB

1. Who takes care of or maintains these infrastructural resources.

English Language Lab Instructor takes care of Infrastructural resources under the guidance of the English Language Lab In-charge.

2. Who can use such resources?

Students and Employees of the college can use the English Language Lab. Students learn English language, grammar and phonetics with the use of related software.

3. Can these resources be available for an outsider_ who is not a student or employee of the college?
No, these resources are not available to outsiders.

4. Can these resources be available for other departments (of the college)?

If yes, what are the policy and procedures?

These resources are available for all the students and other departments of the college.

In free lectures, any student of any stream or any employee of any department of the college can access the English Language Lab.

5. If two persons apply for the use of one resource, to whom will it be allocated? What are the policy and procedures?

The one who comes through the proper channel will be given preference. In addition to this, the urgency and importance of the task can be taken into consideration by the In-charge Language Lab in the allocation of such resources.

6. How do you handle the surplus resources?

There are no surplus resources.

In-charge *Sharda*
Sharma
English Language Lab



Principal

Instructor *Shubhal*
English Language Lab

**POLICY DOCUMENT OF USAGE AND MAINTENANCE OF INFRASTRUCTURAL RESOURCES UNDER
DEPARTMENT OF BOTANY**

(PROJECTOR, PRINTER, LAPTOP, LABORATORY, BOTANICAL GARDEN)

1. Who takes care or maintains these infrastructural resources

L.A. (Mr. Sachin), Dr. Anju Tanwar and other Botany Faculty members.

2. Who can use such resources?

Self, Faculty of Botany Department and B.Sc. MEDICAL Students.

3. Can these resources be available for an outsider who is not a student or employee of the college?

No

4. Can these resources be available for other departments (of the college)? If yes, what is the policy and procedure?

PROJECTOR: It is installed in the Botany Lab and Laboratory is occupied by B.Sc. Medical theory and Practical classes.

PRINTER: We have limited resources but it can be shared only in case of emergency.

LAPTOP: No. It contains departmental information, students data, and softwares, which can get corrupt.

LABORATORY: We have single laboratory dedicated for B. Sc. Medical students only.

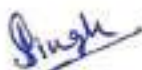
BOTANICAL GARDEN: Students visit can be allowed but misuse of Plant resources is prohibited.

5. If two persons apply for the use of one resource, to whom will it be allocated? What is the policy and procedure?

On first come first basis through proper channel allowed by Principal of the college.


6. How do you handle the surplus resources?

We don't have surplus.



HOD

DEPARTMENT OF BOTANY


(PRINCIPAL)



Department of Chemistry
Government Post-Graduate College

(Affiliated to Kurukshetra University, Kurukshetra and ~~Karnal University~~)

(Email : gpcambalacant@rediffmail.com) (Phone : 0171-2644500)

Ambala Cantt.

Ref. No...C.h.chem/2022

Dated : 29/3/2022

Policy Document of Usage and Maintenance of Infrastructural Resources

Availability of Resources: Desktop Computer (3), Printer (1),
Equipped Laboratories (2), and Furniture

1. Who takes care or maintains these infrastructural resources

Lab Attendant and Faculty, Dept of Chemistry

2. Who can use such resources?

Students studying Chemistry and Faculty, Dept of Chemistry

3. Can these resources be available for an outsider who is not a student or employee of the college?

No

4. Can these resources be available for other departments (of the college)? If yes, what is the policy and procedure?

Desktop Computers: It is being used by the Faculty and Lab Attendant, Dept of Chemistry. It has departmental key/vital information. So preferably be not allowed for use by any other but may be used one of the PCs, in case of emergency requirement by any other if directed by the Principal.

Printer: There is only one, limited resources but it can be shared only in case of emergency.

Laboratory: There are two laboratories for dedicated use of B. Sc. Chemistry students only.

Equipments/Apparatus/Chemicals: For exclusive use of B.Sc. Chemistry students only


Furniture: Being used by the students, LA and Faculty, Department of Chemistry, but may be used in case of emergency requirement by any other if directed by the Principal.

5. If two persons apply for the use of one resource, to whom will it be allocated? What is the policy and procedure?

On first come first serve basis through proper channel allowed by Head of the Department and Principal of the college.

6. How do you handle the surplus resources?

Department of Chemistry doesn't have surplus resources. If it is, these will be used by the Chemistry students of B.Sc. and Faculty of this college only or as directed by the Director General, Higher Education, Haryana, Panchkula.


29/3/2022

(Dr Avtar Singh Rahi)
Associate Professor and Head

Dated: March 29, 2022



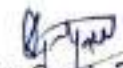
NCC OFFICE

Government PG College Ambala cantt

Policy Document of Usage and Maintenance of NCC Office and allotted Infrastructure like Computer, Printer etc.

1. Lt Ajay Gauri Associate NCC Officer takes care of NCC Office and allotted Infrastructure.
2. Lt Ajay Gauri Associate NCC Officer and any person authorized by Worthy Principal can use NCC Office and allotted Infrastructure.
3. These resources be available for use to other Departments too if authorized by Worthy Principal.
4. There is no surplus resource under Lt Ajay Gauri. Associate NCC Officer. Every resource is used as per requirement of NCC 2 Haryana NCC Bn and for the welfare of NCC Cadets.
5. Computer and Printer are used for the correspondence of emails related to NCC official handles and other requirements.

This is for your kind information and necessary action please.


Ajay Gauri 29/3/22
Lt
Associate NCC Officer
Govt PG College Ambala cantt



Policy Document of Usage and Maintenance of Infrastructural Resources under
Department of Fine arts

Availability: Laboratories (2), Donkey Desk Wooden (30), Drawing Boards (Wooden), Easel Stands (Iron), Focus light, Pigeon Holes/ Boxes.

1. Who takes care or maintain these infrastructural resources?

Faculty: Department Fine Arts

2. Who can use such resources?

Students of Fine Arts

3. Can these resources be available for an outsider who is not a student or employee of the college?

No

4. Can these resources be available for other Departments of the College? If yes, what is the policy and procedure?

The easel stands may be used by other departments as per requirement given by HOD of any department of college in writing.

5. If two persons apply for the use of one resource, to whom will it be allocated? What is policy and procedure?

First come first serve basis.

6. How do you handle the surplus resources?

Department Fine Arts does not have surplus resources.

Dr. Gagandeep kaur

Department Fine Arts

Govt. PG College, Ambala Cantt



Policy Document of Usages and Maintenance of Infrastructural Resources
Department of Mass Communication & Journalism

1. Department's Infrastructural resources available for sharing

- One smart class room
- One Lab with Projector and Projection screen
- One DSLR Camera
- Seven Computers
- Ten Wired Microphones
- Five Wireless Microphones
- Two Lapel Microphones
- One Portable Speaker

2. Who takes care or maintains these infrastructural resources?

Faculty members of the Department of Mass Communication & Journalism.

3. Who can use these resources?

Faculty and Students of the department.

4. Are these resources available for other departments of the college? If yes, what is the policy and procedure?

- All the above mentioned resources can be used for any activity, event or competition organized by the college.
- All the above mentioned resources are issued only when they are available at the given point of time.
- All the above mentioned resources are allocated on the basis of urgency and first come first serve basis.

5. Are these resources available for an outsider who is not a student or employee of the college ?

- No

6. How do you handle the surplus resources?

- We don't have surplus resources.



Dr Baljinder Kaur
Department of Mass Communication & Journalism
Govt PG College, Ambala Cantt



Principal
Govt. P.G. College
Ambala Cantt.

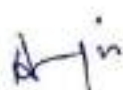
Vocal Music Lab

- Government PG College Ambala cantt

Policy Document of Usage and Maintenance of Vocal Music Lab and Musical Instruments and allotted Infrastructure like Computer etc.

1. Ms Anju Bhardwaj Assistant Professor of Music takes care of Vocal Music Lab and Musical Instruments allotted Infrastructure.
2. Ms Anju Bhardwaj Assistant Professor of Music and any person authorized by Worthy Principal can use Musical Instruments and allotted Infrastructure.
3. These resources be available for use to other Departments too if authorized by Worthy Principal.
4. There is no surplus resource under Ms Anju Bhardwaj Assistant Professor of Music. Every resource is used as per requirement of College needs and requirement and for the welfare of Students.

This is for your kind information and necessary action please.


(Ms Anju Bhardwaj) H.O.D
Assistant Professor of Music(V)
Govt PG Colleghe Ambal Cantt



PRINCIPAL,
GOVT.PG COLLEGE
AMBALA CANTT.

Subject:- Regarding policy document of usages & maintenance of infrastructure provided for Bus Pass & Rail Pass Committee.

Respected Sir,

It is kindly stated that , the committee has been provided with:-

Personal Computer.	. 01
Scanner.	01.
Lease line for internet.	Yes

Further, it is stated that :-

01. These resources are used to make online bus passes for students.
02. These resources are taken care by the convenor of the committee.
03. These resources can be used by the whole committee & by the apprentice ,Mr. Gaurav Gupta.
04. These resources aren't meant for outsiders.
05. These resources can be used by other departments of the college with the prior permission of the chair.
06. Further,it is also stated that the committee doesn't have any surplus resources.

Rakesh Sharma
29/03/22.

RAKESH SHARMA, CONVENOR
BUS & TRAIN PASS COMMITTEE



Psychology Department

Smart Classrooms, Computers, Projector, Printer

1. Who takes care or maintains these infrastructural resources?

The Psychology Department will maintain these infrastructural resources mentioned above.

2. Who can use such resources?

The Psychology Department and the Resource Persons (who have an authentication letter from the Principal) can use such resources mentioned above.

3. Can these resources be available for an outsider who is not a student or employee of the college?

No

**4. Can these resources be available for other departments (of the college)?
If yes, what is the policy and procedure?**

Yes, these resources can be available for other departments too with the authentication letter and permission from Principal.

5. If two persons apply for the use of one resource, to whom will it be allocated? what is the policy and procedure?

If two persons apply for the use of one resource, then the person who has an authentication letter and permission from Principal can use such resources mentioned above.

6. How do you handle the surplus resources?

In the Psychology Department we don't have not any surplus resources.



MANOJ KUMAR

DEPARTMENT OF COMMERCE

Policy for Maintenance and Utilization of Physical, Academic and Support Service Facilities

The need of policymaking arises from constant, uninterrupted and smooth functioning of these services and facilities. So a policy document is prepared. The policy document assures the optimum utilization and proper maintenance with a standard required specification of physical, academic and support service facilities of the college.

Objective of Policy Document:

Following aims are achieved through the policy document.

1. To achieve optimum utilization of facilities and services for the benefit of stakeholders.
2. To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
3. To prevent misuse and misconduct of resources and services.
4. To achieve timely up-gradation, replenishment, repairing and replacement of the resources and services.
5. To set standardized maintenance and utilization procedures for resources.
6. To reduce probabilities of accidents at workplace for ensuring safety.

Facility	Description
Computer Labs	One Computer lab: 03 Desktop Computers with UPS facility, LAN, Internet Connectivity, Printer.
Smart class rooms (Edusat Room)	Smart Board: 01, LCD projector : 01, Computer with internet Connectivity: 01
Staffrooms	One Staff room with 01 Computer with internet connectivity and printer.
Printer	02
Laptop	01

Utilization and Maintenance of Computer Laboratories

- Computer Lab in Commerce department is allotted for Practical session based on a timetable.
- Print-out Facilities are provided to staff and students.

Handwritten signature:
Ajay
Asst. Dean of Commerce
[Signature]

- Standard Operational Procedures for handling various Equipments and instruments are to be strictly followed.
- The maintenance of computer laboratory is taken care by laboratory In-charge and the system administrators take care of the repairs and maintenance of all computers.
- Stock register is maintained and updated regularly.
- Stock verification and inspection must be carried out by the departments at the end of the Academic Year.
- Old and outdated equipments and instruments are discarded by standard procedure.
- Non usable gadgets are discarded as per the write-off policy. The college maintains an e-waste bin to discard the waste in an appropriate manner.

2. Users

Faculty and students of Commerce department have access to these facilities.

- All users have to comply the rules formulated in relation to having the access to these infrastructural resource.
- Department does not allow the access to the outsiders as per the college norms.
- With the permission of the chair, members of other departments can have access to the resources in case of emergent requirements.
- The user shall ensure physical safety of the equipment and produce the same as and when required for stock verification by college administration. If any peripheral or components of the equipment assigned is found missing, the user shall report the same to the concerned Lab In charges and HOD for further action.

Dr. D. S. Srinivas

**POLICY DOCUMENT OF USAGES AND MAINTENANCE OF
INFRASTRUCTURAL RESOURCES**

IT INFRASTRUCTURE:

The college has a facility of four computer Labs with 83 computers and most of them have advance cabling with 50MBPS internet connectivity and LAN facility. Computer labs are also providing the printer and scanner facilities, to the meet the requirements of the entire college community. Computer Lab Attendant helps the students and staff for availing these services. In addition, all the Departmental staff rooms are provided with computers including the internet facility, printers and scanners. For ICT enabled teaching, the institution provides Smart boards, LED projectors & computer facilities in smart classroom. Audio visual aids are also used in the teaching process. In addition, seminar halls are frequently used for the teaching/learning process.

Policy Statement:

1. To study the needs of the stakeholders of the college periodically, create and enhance necessary infrastructure facilities and put them to optimum use. The College Council meetings held regularly to plan the Academic and Administrative activities of the college. Besides, as and when the need arises, budget for the enhancement of infrastructure is proposed and passed through resolutions in the College Council Meeting.
2. IT policy exists to create, maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established in the college campus. This policy establishes Institution-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the college. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.
3. IT security involves the protection of information assets from accidental or intentional disclosure, modification, or denial at a reasonable cost.
4. We aims to identifying, providing and maintaining reliable computing facilities, computing network environment, communication facilities and related infrastructure to facilitate education to students.

Facility	Description
Computer Labs	Four computer labs: 1) Computer Lab - I 15 Desktop Computers with online UPS facility, LAN, Internet Connectivity, Printer, Scanner and LED projector. 2) Computer Lab - II 16 Desktop Computers with online UPS




	<p>facility, LAN, Internet Connectivity, Printer, Scanner and LED projector.</p> <p>3) BA Computer Lab- 35 Desktop Computers with online UPS facility, LAN, Internet Connectivity, Printer and Scanner, LCD Screen , LED projector. Computer Instructor is available for students.</p> <p>4) Computer Lab-III Desktop Computers with UPS facility, LAN, Internet Connectivity, LED projector</p> <p>5) Computer Lab-IV 12 Desktop Computers with online UPS facility, LAN, Internet Connectivity and LED projector</p>
Smart class rooms (Edusat Room)	<p>Smart board – 1 LCD Projector – 1 Computer with internet connectivity – 1</p>
Staffrooms	All three Staff rooms including 01 HOD Room and 02 common staff rooms have Computers with internet connectivity, printer and scanner.
LAN facility	<p>Computers in computer labs and staff rooms have LAN facility. Category 6 structured network Cat6 cable and 100/1000 speed gigabytes switches and ports configured with information outlets cat6.</p> <p>College campus is LAN enabled.</p> <p>Staff rooms, administrative office, library, computer labs, auditorium are LAN enabled with indoor access points.</p>
Wi-Fi facility	
Internet Dongles	6 Airtel WiFi dongles
Printer	05
Laptop	1 (HP ProBook-intel core i3)
Number of computers with Internet facility	83

2. Objectives

- 1 We reserve the right to monitor the usage of the facilities provided therein to maintain a secure computing environment and to abide by the legal norms that exist.
- 2 Users are bound by all the rules and regulations formulated by the Institution from time to time on use of computing facilities provided to them or owned by them.
- 3 This document is meant for internal circulation and all users shall have access to this document.

1 Acceptable IT Devices

- 1 Any computer, peripheral or network capable device connected to campus network must belong to, or be formally registered.
- 2 We reserve the right to restrict access otherwise.

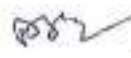
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II Responsibilities of users and user groups

- 1 All users shall comply with existing federal, state and, other applicable laws.
- 2 Abiding government, telecommunications and networking laws and regulations.
- 3 Sensitive to resource utilization and help to provide fair distribution of computer resources by minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of campus network resources.

III Computing facility provisioning and maintenance

- 1 College is responsible for provision and maintenance of computing facilities provided to users. The facilities are provided after the user secure approvals from the higher competent authority.
- 2 The user shall ensure physical safety of the equipment and produce the same as and when required for stock verification by college administration. If any peripheral or components of the equipment assigned is found missing, the user shall report the same to the concerned Lab Incharges/Lab Attendant and HOD for further action.
- 3 Users shall ensure data availability and security by taking regular backups of the data stored on their systems.
- 4 The individual or the department shall be responsible to report any hardware or software related faults to associated Lab Incharges/Lab Attendant through facilities provided for reporting. Lab Incharges/Lab Attendant shall take all necessary steps to resolve the issue at the earliest. However, faults that require substantial additional financial expense may need to be approved by competent authorities.
- 5 All support calls attended by support personnel shall be documented and the user or department shall insist to get a written service report from the service personnel regarding the support offered. The individual or the department shall ensure that the service report is complete in all respect including components that have been removed or replaced by the service personnel.
- 6 The ownership of the equipment assigned to the individual or the department shall remain with the College.
- 7 Possession of computing equipments by students within the campus shall be governed by the rules and regulations formulated by the College separately. However, students shall be bound by all the provisions of the IT policy with respect to the usage of such equipments within the campus.


(Dr. Ashish Jolly)

Counselling & Placement Cell

Computer (01) and Laptop (01)

1. Who takes care or maintains these infrastructural resources?

The Counselling & Placement Cell will maintain these infrastructural resources mentioned above.

2. Who can use such resources?

The Counselling & Placement Cell and the Resource Persons (who have an authentication letter from the Principal) can use such resources mentioned above.

3. Can these resources be available for an outsider who is not a student or employee of the college?

No

4. Can these resources be available for other departments (of the college)?
If yes, what is the policy and procedure?

Yes, these resources can be available for other departments too with the authentication letter and permission from Principal.

5. If two persons apply for the use of one resource, to whom will it be allocated? what is the policy and procedure?

If two persons apply for the use of one resource, then the person who has an authentication letter and permission from Principal can use such resources mentioned above.

6. How do you handle the surplus resources?

In the Counselling & Placement Cell we don't have not any surplus resources.




(Dr. Anil Yadav)

History Department

Computer (01)

1. Who takes care or maintains these infrastructural resources?

The History Department will maintain these infrastructural resources mentioned above.

2. Who can use such resources?

The History Department and the Resource Persons (who have an authentication letter from the Principal) can use such resources mentioned above.

3. Can these resources be available for an outsider who is not a student or employee of the college?

No

4. Can these resources be available for other departments (of the college)?

If yes, what is the policy and procedure?

Yes, these resources can be available for other departments too with the authentication letter and permission from Principal.

5. If two persons apply for the use of one resource, to whom will it be allocated? what is the policy and procedure?

If two persons apply for the use of one resource, then the person who has an authentication letter and permission from Principal can use such resources mentioned above.

6. How do you handle the surplus resources?

In the History Department we don't have not any surplus resources.


(Dr. Abdul Kader)

Government P.G. College, Ambala Cantt.

DEPARTMENT OF ZOOLOGY

Policy for Maintenance and Utilization of Physical, Academic and Support Service Facilities

The purpose of this Policy is to provide a framework for the appropriate use of facilities and services provided to authorised users by Department of Zoology, Government P. G. College Ambala Cantt. This Policy aims to inform employees, students, visitors and other authorised users of their obligations, restrictions and responsibilities when utilising facilities and services and to protect Department of Zoology information assets and minimise the risk of disruption to teaching, research and College business.

Scope

This Policy applies to:

- a. All Department of Zoology employees, students, visitors, contractors and third-party service providers both onshore and offshore or connecting to IT all facilities, systems, networks and accounts, either on Department premises or remotely.
- b. All information assets that are owned and/or operated by Department of Zoology/College and/or registered in any Domain Name System (DNS) domain owned by Department of Zoology/College.
- c. All equipment and devices that are present on the Department of Zoology premises, but may not be owned or operated by the Department of Zoology.
- d. Information assets outsourced or hosted at external/third-party service providers, if that asset resides in a Department of Zoology domain or appears to be owned by Department of Zoology.

Definitions

(1) Usages and maintenance of infrastructural resources under Department of Zoology includes Seminar room, Smart classrooms, Computers, Laptops, labs, Internet dongles, Projector, Printer, Chemicals, Specimens, instruments, Glassware and Class work Material.



1

(2)User – Department of Zoology/College employees, students, contractors, visitors and third-party providers using Zoological studies.

Facility	Description
Smart class rooms (Edusat Room)	Smart Board: 01, LCD projector : 01, Computer with internet Connectivity: 01 (Installed in Zoology Lab)
Zoology Lab with store	01

Policy Statement

- All employees, students, contractors, visitors and other users are expected to use these facilities and services in an appropriate and responsible manner.
- It is the responsibility of employees, students, contractors and visitors to make themselves aware of Department of Zoology/College policies, procedures and guidelines related to Services and conduct their activities accordingly.
- Users may be exempt from aspects of this Policy where it is required for their role, studies or research and approval from the Head of Institute/Head of Department
- Users may use Departmental gadgets with permission of departments in case of emergent requirements.
- The use of Departmental facilities and services must comply with this Policy, the Departmental Security and other relevant Department of Zoology/College rules, policies and procedures, including the:
 - a. Appropriate Workplace Behaviour Policy and Student Charter Policy; and
 - b. Prevention and Management Policy, Sexual Assault Response Policy, Sexual Harassment Response Policy, and the Discrimination and Harassment Prevention and Management Policy; and
 - c. Privacy Policy, Copyright Policy and Intellectual Property Regulations.

Provision and Use of Departmental Facilities

The procurement and support of facilities including Seminar room, Smart classrooms, Computers, Laptops, labs, Internet dongles, Projector, Printer, Chemicals, Specimens, instruments, Glassware and Class work Material.

- Users must take all reasonable precautions for the safety and protection of Department of Zoology assets from unauthorized uses in order to minimise risk to the Institute by adhering to the handling requirements and security controls.
- Computers and devices connecting to or accessing IT systems and services should implement session and screen locking mechanisms to prevent unauthorized access to the user's account or Department of Zoology data and information.
- Physical security measures and controls are to be used to protect Department of Zoology Facilities available.
- Personal profile images uploaded to Department of Zoology systems must be appropriate and consistent with representing the Department of Zoology/College. Employees should follow the Staff Profile Image Guidelines.
- Members of the College allocated hand-held device are responsible for its proper use, care, maintenance and safekeeping. Negligence in this matter may result in the recovery of costs from the individual member concerned.
- Access to the internet is through academic and research network bound by Credentials for readers site: <http://pragatiprakashan.co.in> policies.

Personal Use

- a. Facilities and services are provided for the purpose of academic and College related operations. All employees, students, contractors and visitors are to use these facilities and services for their authorised and intended purpose, however, a small amount of personal use is permitted.
- b. Users are responsible for exercising good judgment regarding reasonable personal use in line with their duties and responsibilities with guidance from Teaching staff and Student Services for students.
- c. Costs incurred by the Institute through excessive personal use may be recovered directly from the individual concerned, and may lead to further disciplinary/legal actions.

Unacceptable Use

The following is inappropriate and prohibited when accessing, connecting to or using Departmental facilities and services:

- Engaging in any activity that is illegal under State, national or in breach of any institute policy.
- Use for the purpose of creating, accessing or transmitting or otherwise dealing with content which is objectionable, obscene or offensive, or in a manner which is contrary to other Department of Zoology/College policies or which may otherwise expose the Department of Zoology/College to legal liability.
- Use that violates the Department of Zoology/College Copyright Policy.
- Use for commercial or private gain unless approved by a head of institute in accordance with the Appropriate Workplace Behaviour Policy.
- Unauthorised tampering with any part of infrastructure or deliberate modification to the current condition of departmental facility.
- Damage or alteration to departmental property either willfully or through negligence.

Utilization and Maintenance of Computer Laboratories

- Zoology Lab is allotted for Practical session based on a timetable.
- Standard Operational Procedures for handling various Equipments and instruments are to be strictly followed.
- The maintenance of Zoology Lab is taken care by laboratory In-charge.
- Stock register is maintained and updated regularly by laboratory In-charge.
- Old and outdated equipments and instruments are discarded by following proper channel procedure.
- Non usable gadgets are discarded as per the write-off policy.

Monitoring and Auditing

- Stock verification and inspection must be carried out by the departments at the end of the Academic Year.

Breaches of the Policy

- All breaches of this Policy will be treated seriously.



- The outcome of a substantiated breach of this Policy may include, is not limited to the following:
 - a. Disciplinary action in accordance with the relevant enterprise agreement (for employees) or Student Misconduct Regulations (for students).