



The Islamia College of Science and Commerce
Hawal, Srinagar
UGC Autonomous
NAAC Accredited Grade "A"

Procedure and Policies
Academic year 2018-19

- WELL ESTABLISHED SYSTEM AND PROCEDURE IN PLACE IS BEING FOLLOWED ACROSS ALL THE AREAS OF ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTER LABS, CLASSROOMS, HOSTELS, BOTANICAL GARDEN, ROCK GARDEN, LILY POND, ZOOLOGY AND BOTANY MUSEUMS, LAWNS ETC. FOR EFFECTIVE UTILIZATION.
- THE INSTITUTIONAL POLICY FOR THE MAINTENANCE OF THE PHYSICAL FACILITIES IS ENSHRINED UPON THE COLLEGE BUILDING COMMITTEE / COLLEGE DEVELOPMENT COMMITTEE/ COLLEGE PURCHASE COMMITTEE. THE COMMITTEE AFTER RECEIVING THE INDENT FROM THE CONCERNED DEPARTMENT/S FORMULATES THE MECHANISM FOR THE MAINTENANCE BY OUTSOURCING THE MAINTENANCE CONTRACT TO THE GOVERNMENT APPROVED AGENCIES AFTER THE EXPIRY OF GUARANTEE/WARRANTY ON THE EQUIPMENT/GADGET
- THE COLLEGE HAS WELL EQUIPPED INFORMATION TECHNOLOGY AND SUPPORT SYSTEM (IT &SS) CELL WITH ENOUGH TECHNICAL HUMAN RESOURCE FOR THE MAINTENANCE OF WEBSITE AND OTHER IT RELATED TECHNICAL ISSUES PERTAINING TO THE EXAMINATION AND ADMISSION SECTION OF THE COLLEGE. THE MAINTENANCE OF INTERNET, COMMUNICATION FACILITIES, COMPUTERS, SMART CLASSROOM , LANGUAGE LAB, ONLINE -UPS, DIESEL GENERATORS, AIR CONDITIONERS, LABORATORY EQUIPMENT, PHOTOSTAT MACHINES AND OTHER GADGETRIES ETC IS DONE ON NEED BASIS BY HIRING THE SERVICES OF THE CONCERNED MANUFACTURER/ SUPPLIER AFTER THE EXPIRY OF GUARANTEE/WARRANTY FEATURE PROVIDED BY THE MANUFACTURER. VARIOUS COMMITTEES ARE IN PLACE THAT WORKS PROACTIVELY FOR THE PROPER MAINTENANCE. THE PERMANENT STAFFS RESPONSIBLE FOR THE MAINTENANCE RESPONSIBILITY ARE

1. INFORMATION TECHNOLOGY AND SUPPORT SYSTEM FOR IT RELATED FUNCTIONS.
2. LAB ASSISTANTS, HERBARIUM KEEPER, GAS PLANT OPERATOR, MUSEUM KEEPER AND LAB ATTENDERS TO MAINTAIN LABS AND RELATED FACILITIES.
3. GARDENERS AND AUXILIARY STAFF FOR THE MAINTENANCE OF BOTANICAL GARDEN AND OTHER LAWNS
4. NIGHT CHOWKIDARS FOR SECURITY AND 24X7 FUNCTIONAL CCTV SURVEILLANCE IS IN PLACE.
5. QUALIFIED ELECTRICIAN FOR THE MAINTENANCE OF THE ELECTRICITY SUPPLY
6. TRAINED PLUMBER TO TAKE UP DAY TO DAY PLUMBING MAINTENANCE THROUGHOUT CAMPUS.. • THE COLLEGE HAVE TWO 200KV TRANSFORMERS INSTALLED IN THE CAMPUS THAT IS MAINTAINED BY THE POWER DEVELOPMENT DEPARTMENT, JAMMU AND KASHMIR GOVERNMENT.

LIBRARY- MAINTENANCE • LIBRARY COMMITTEE FACILITATES THE ADMINISTRATION IN THE PROCUREMENT OF BOOKS, JOURNALS AND OTHER RESOURCES ETC BASED UPON THE INDENTS FROM THE DEPARTMENTS .TO AVOID MISHANDLING OF LIBRARY BOOKS BY STUDENTS, BOOKS ARE ISSUED TO STUDENTS UPON PRESENTATION OF STUDENT ID CARD AND LIBRARY CARDS. SYSTEMATIC STOCK VERIFICATION, CLEARING THE BOOKS, IDENTIFICATION RESTORATION OF LOST / DAMAGED BOOKS HAS BEEN FOLLOWED REGULARLY. SUFFICIENT SURVEILLANCE CAMERAS HAVE BEEN INSTALLED TO AVOID ANY MISUSE OF BOOKS AND NECESSARY FIRE EXTINGUISHERS ARE INSTALLED TO TAKE CARE OF UNFORESEEN SITUATIONS. IN ADDITION TO THAT THE LIBRARY STAFF SUPERVISES KEENLY AND MONITORS THE SITUATION PERIODICALLY. • THE READING SECTIONS IS WELL MAINTAINED WITH PROPER SEATING ARRANGEMENT AND SIGNBOARDS FOR EASY ACCESS OF BOOKS.

SPORTS FACILITY

SPORTS/ GYMNASIUM SPORTS COMPLEX THAT HOUSES, WELL EQUIPPED GYMNASIUM FACILITY, TABLE-TENNIS/SNOOKER HALL, MULTIPURPOSE COURT UNDER CONSTRUCTION, ALL SPORTS AND RELATED ACTIVITIES ARE MANAGED BY WELL QUALIFIED PHYSICAL DIRECTOR DR ALTAFU -REHMAN AND THE ASSOCIATED STAFF INCLUDING ASSISTANT PHYSICAL INSTRUCTOR. THE COLLEGE SPORTS COMMITTEE FACILITATES THE PHYSICAL DIRECTOR IN THE PROCUREMENT, MAINTENANCE, AND CONDUCTION OF SPORTS ACTIVITIES. • PERIODIC MAINTENANCE OF SPORTS EQUIPMENT'S AND MAINTAINENCE AND REGULATION OF PLAYGROUND AND OTHER FACILITIES ALSO AVAILABLE IN COLLOBORATATION WITH JAMMU AND KASHMIR CRICKET ASSOCIATION.