



हेमवती नन्दन बहुगुणा राजकीय स्नातकोत्तर महाविद्यालय

खटीमा- 262308, जिला- ऊधम सिंह नगर (उत्तराखण्ड)

(कुमाऊँ विश्वविद्यालय से सम्बद्ध)

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**Procedures and policies for maintaining and utilizing physical, academic, and support facilities- laboratory, library, sports complex, computers, classrooms, etc.:**

The college has a clear-cut policy for the maintenance and optimal utilization of resources including infrastructure. HNB Government Post Graduate College, Khatima is run and recognized under the state government of Uttarakhand. The Budget is announced by Directorate, Higher Education Uttarakhand contains the main head as salary, allowances, electricity, Machine maintenance medical claim, laboratory, telephone and computer hardware/ software, etc. The Principal and related committees in the institution make decisions regarding the expenditure on new or maintenance of existing facilities.

While purchasing equipment such as computers and peripherals, photocopiers, and materials related to sports and other goods related to college, it is ensured that the seller maintains the equipment during the warranty period and enters into an Annual Maintenance Contract. The IT infrastructure including Network, internet, Wi-Fi, printer cartridges, consumables, LCD projectors, Smart Boards, etc. is looked after by a team of IT Cells in the college. There is a Care-Taker/Estate Supervisor who is responsible for maintenance of the building, classroom furniture, sports ground, lawns, and cleanliness of the campus. The security of the college has been entrusted to a guard who is appointed by UPNL. Gardeners and sweepers have been appointed and class-IV employees have been posted in different parts of the building to look after the proper maintenance of the area under their supervision. There are water purifiers and water coolers which are also maintained by the concerned agencies and the Annual Maintenance Contract. There is a team of library staff that takes care of various sections in the library, for example, maintenance of library furniture, and proper placement of books on their designated shelves. Damaged books are repaired and bound by a person hired specifically for this purpose. The college building is painted and whitewashed once a year from the outside and once a year from the inside including classroom furniture the next year. The office furniture such as tables, chairs, cabinets, and almira are polished and painted every year or as per the requirement. Furniture which becomes irreparable is replaced by new purchased. There is a comprehensive and complex electrical infrastructure in the college which includes generators and power backup systems. An expert and trained personnel in the field of electricity has been appointed to maintain the entire electrical fittings such as lights, fans, power outlets, backup batteries, generators, fuel, wiring, etc. There are laboratories in the science faculty and geography department which are maintained by the Lab Assistant. The Constant supply of consumables in the laboratories is ensured by the respective head of the department. The sports facilities and sports equipment is maintained and proper utilization is ensured by the sports department. He allots time slots for various sports activities for optimal utilization of playground and sports equipment.

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Internal Quality Assurance  
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