ANNUAL MAINTENANCE CONTRACT

This agreement made at ***Government Degree College Pulwama, Pulwama J&K*** on this16th of October of 2021 , between Government Degree College Pulwama, Pulwama J&K India Hereinafter called " College" and ***M/s ELITE IT Solutions, Hyderpora Bypass Opposite Tata Motors, Srinagar J&K,*** hereinafter called "COLLEGE " sets forth the terms and conditions for the Comprehensive Annual Maintenance Contract of computer, Printers, CCTV Camera's, equipment's inclusive of repairs, replacement and preventive maintenance of equipment's, Softwares, Operating Systems along with other allied services set forth in the annexure installed in the Department of Computer Applications of the College.

1 SCOPE OF AGREEMENT:

The contract shall be in force for the period from ***18/10/2021 to 17/10/2022*** and shall cover all those items as specified in the Annexure to this agreement. That the prices as specified in this Agreement shall not be subject to any escalation. Taxes as applicable alone would be reimbursed as shown in the invoice.

2. SCOPE OF WORK:

The "COLLEGE" shall provide the following services to keep the equipment in good workingcondition.

2.1 The scope of work covers comprehensive on-site maintenance of Desktops, ALL-IN-ONE Computers, Laptops, CCTV Camera and MFU Printers.

2.2 The replacement of all the spares is included under the AMC. Replacement of defective parts will be at the M/s ELITE IT Solutions's cost with original spares of the brand/make of the computer and peripherals as far as possible. In the event of non-availability of the spare parts, equivalent or higher configuration components should be substituted with the COLLEGE's consent. Faulty parts removed from the system belong to M/s ELITE IT Solutions. However, the COLLEGE can retainthe same and use at its own sole discretion to maintain the equipment subject to the payment of its value to the M/s ELITE IT Solutions

2.3 The M/s ELITE IT Solutions shall maintain adequate spare machine and other spares at the site to facilitate any temporary replacement.

2.4 The scope of work also includes software issue like Operating system (Windows), reinstallation of OS, Antivirus, software patches, configuration of machine as if required taking Data Backup before formatting the machines, configuring printers, Scanners, Biometric devices, bringing PC to COLLEGE domain after reinstallation of PC, installation/configuration of all software's provided by COLLEGE like Antivirus, software patches, MS office, Acrobat, Java patches, email client configuration and Browser configuration for GC CORE Software in client machine etc.

.5. The M/s ELITE IT Solutions should ensure that the equipment reported down (including due to OS related problems) on any working day is set right within 48 hours of reporting the complaint and in no case, later than three working days. In case, the hardware cannot be repaired withinthe stipulated period, the M/s ELITE IT Solutions should provide stand-by of the same till the hardware is returned duly repaired at no extra cost to COLLEGE.

2.6. A logbook shall be maintained in which the M/s ELITE IT Solutions shall record all the complaints made and parts taken out of branches/office for repair. The M/s ELITE IT Solutions shall submit copy of consolidated complaint reports furnishing the details of branch-wise breakdown calls lodged/attended and its status on quarterly basis to IT Department, Regional Office, Visakhapatnam.

All the complaints received shall be attended by them in following manner.

a. Minor faults immediately with telephonic support.

b. Major faults which require visit to branch within 48 hrs.

c. The M/s ELITE IT Solutions shall be responsible for taking backup data and programme available on PCs before formatting the system and shall be also responsible for reloading the same. The backup copies are to be returned to the users, under Acknowledgement.

d. Repair and servicing of equipment shall be carried out at customer sites, in case the equipment is required to be transported to the M/s ELITE IT Solutions's/manufacture's service

workshop for repairs, the same shall be undertaken at the risk and cost of the M/s ELITE IT Solutions.

2.12 The AMC co-coordinators of M/s ELITE IT Solutions must ensure their presence during monthly meeting with IT Department of the College.

2.13 The AMC M/s ELITE IT Solutions should have the required drivers for maintaining the PCs and peripherals and for configuring them. The rates quoted should also cover the maintenanceof operating system, software installation provided by COLLEGE, installation of patches, configuration of applications (clients) etc.

2.14 The contract shall be on comprehensive basis, inclusive of repairs and replacement of spare without any extra payments..

2.15 The schedule of preventive maintenance shall be as follows:-

a. To ensure computer hardware and peripherals are working properly in branch and no call pending in branch.

b. Checking of power supply source for proper grounding and safety of equipment.

c. Ensuring that the covers, screws, switches etc. are properly fastened in respect of each equipment.

d. Shifting of equipment as and when required in office/branches.

2.16 The M/s ELITE IT Solutions shall make AMC services available on all days as and when requested by the COLLEGE.

2.18. The scope of work will also include the provision of engineer for reinstallation of computer hardware in case of shifting of branch premises or others.

2.19. It shall be the responsibility of the AMC M/s ELITE IT Solutions to make all the computers and peripherals work satisfactorily throughout the contract period and to hand over the systems in working condition to the Branch/office after expiry of the contract. In case any damage is found, the AMC M/s ELITE IT Solutions is liable to rectify in even after the contract.

2.20 COLLEGE may decide to add or remove certain computers or peripherals from the AMC at any point of time during the contract. Payment for any inclusion / deletion of computer, printer, scanner, and other peripherals during the AMC period will be calculated on pro-rata basis.

2.21 If the machines covered under this agreement are not attended for repair or problems are not rectified within the time frame mentioned in Annual Maintenance Agreement, such defective machines would be repaired by some third party and the amount spent for such repairs would be billed to the AMC M/s ELITE IT Solutions and the same shall be in addition to the penalty imposed.

3. PENALTY FOR LACK OF SERVICE SUPPORT

COLLEGE expects proper service support during contract period. The Hardware should be set right within 48 hours of reporting the complaint. In case the machine is down for more than 3 working days and no substitute/standby system of similar or higher capacity in good working condition is provided by the M/s ELITE IT Solutions, the penalty per day may be charged as under.

SNO	HARDWARE ITEMS	PENALTY AMOUNT IN RUPEES
1	DESKTOP PC/ALL-IN-One	100
2	MFU PRINTER	50
3.	OTHER	20

The above penalty shall not exceed 25% of the AMC cost per year for the affected hardware unit. The penalty may be recovered from the amount payable to the M/s ELITE IT Solutions by the COLLEGE.The M/s ELITE IT Solutions can provide substitute/standby equipment for a maximum of 15 days. In case M/s ELITE IT Solutions could not repair/replace the hardware items within 15 days, the COLLEGE can get it repair from outside agency and cost of repair will be recovered from AMC payment.

4. EXCLUSIONS

This AMC does not include:

a) Electrical work external to the equipment or maintenance of accessories, attachments, machines or other devices not covered under this agreement.

b) Damage resulting from accidents, fire, lightning or transportation. The cost of repairs

or replacements due to these factors will include charges for labour as well as charges for parts, which is payable to the AMC M/s ELITE IT Solutions apart from AMC charges.

c) Any work external to the equipment such as maintenance of non-AMC attachment, accessories etc.

d) The system maintenance does not include the cost of consumables like ribbons, power cables, magnetic tapes, Inkjet Cartridges, floppy, Projector lamp, laptop battery and battery used for real time clock.

e) In case of Printers Plastic Parts, Printer heads, Toner cartridges, Drum unit Assembly and Fuser kit Assembly shall be treated as consumable and not covered under AMC.

5. PAYMENT TERMS

5.1 AMC charges after deducting penalty will be paid at the end of the year. Taxesshall be paid as applicable. Taxes to be clearly shown in invoices raised.

5.2 No advance payment will be released against the service order.

5.3 The M/s ELITE IT Solutions shall submit invoices (as per Govt. policy in vogue) for payment of maintenance charges

5.4 Yearly Preventive Maintenance Report must be submitted for release of Annual payment.

6. OBLIGATIONS OF THE COLLEGE

6.1 The COLLEGE shall pay Annual Maintenance Charges as mentioned in this agreement for the equipment specified in the Annexure. The maintenance charges are payable at the end of the year after reviewing the performance of the M/s ELITE IT Solutions.

6.2 The COLLEGE will use UPS for ensuring stabilized power supply.

7. ENHANCEMENT / UPGRADATION OF EQUIPMENT

The COLLEGE shall have the right to make changes or attachments to the equipment's provided such changes or attachments do not prevent proper maintenance from being performed. All engineering changes generally adopted hereafter by the M/s ELITE IT Solutions for equipment similar to that covered by this agreement shall be made to the equipment at no cost to the COLLEGE.

The actual quantity of equipment covered under the AMC may be increased or decreased by mutual written consent of both parties provided always that such consent is not unreasonably withheld. In the event that the quantity is increased the M/s ELITE IT Solutions is entitled for AMC charges on Pro-rata basis.

8. REPLACEMENT OF PARTS

The M/s ELITE IT Solutions shall replace any parts of the hardware on failure with hardware parts having similar or equivalent functional capabilities after consultation with the computer department.

Parts required for the maintenance of the equipment and / or correction of faults will be supplied at no extra cost to the COLLEGE. Faulty parts removed from the system belong to M/s ELITE IT Solutions. However, the COLLEGE can retain the same and use at its own sole discretion to maintain the equipment subject to the payment of its value to the M/s ELITE IT Solutions.

10 CONTRACT VALIDITY AND TERMINATION OF AGREEMENT.

This contract will be valid for the period from 18/10/2021 to 17/10/2022 with a provision to extend the same for a further period of one year or part thereof on the same rates, terms and conditions on mutual consent.

Either party may terminate the agreement prior to expiry of contract period by giving three months written notice.

Without prejudice to any other provision contained within these Terms and Conditions or of any Agreement the COLLEGE may terminate the Agreement by 90 days' notice in writing inany of the following events:

(I) The M/s ELITE IT Solutions commits a material breach of the Agreement which is incapable of remedy; or

(ii) The M/s ELITE IT Solutions commits a material breach which is capable of remedy but which the M/s ELITE IT Solutionsfails to remedy within 30 days of written notice by the COLLEGE specifying the event of default and requiring its remedy.

(iii) The COLLEGE and the M/s ELITE IT Solutions may by notice in writing to the other terminate the Agreement if the other shall have a receiver or liquidator appointed, shall pass a resolution for winding up (otherwise than for the purpose of amalgamation or reconstruction), if a Court shall make an order to that effect, if the other party shall enter into composition or arrangement with its creditor(s) or shall become insolvent. Such an event shall be deemed to be a material breach incapable of remedy.

Any termination of the Agreement howsoever caused shall not affect any accrued rights or liabilities of either the COLLEGE or the M/s ELITE IT Solutions arising out of the Agreement.

11. JURISDICTION AND ARBITRATION

In case of any dispute or any difference arising at any time between the parties in respect of this agreement, the same shall be resolved by mutual discussion and if not resolved then in accordance with and subject to the provisions of the Indian Arbitration and conciliation Act 1996 and its subsequent amendment and only Courts of Pulwama district only shall have jurisdiction in all matters arising out or connected with this agreement. Further, this agreement is subject to laws of India alone.

12. FORCE MAJEURE:

The M/s ELITE IT Solutions shall not be liable for any delay or failure of performance of any of its obligations under or arising out of this contract, if the failure or delay results from any of the following: -

"Act of God, refusal of permissions or other Government Act, Fire, Explosion, Accident, industrial dispute and the like which renders it impossible or impracticable for the M/s ELITE IT Solutions to fulfill its obligations under the contract or any other cause/circumstances of whatsoever naturebeyond M/s ELITE IT Solutions's control".

13. LIABILITIES & INDEMNITIES

The M/s ELITE IT Solutions represent and warrants that the repair and maintenance of service/products hereby sold do not violate or infringe upon any patent, copyright, trade secret or other property right of any other entity. The M/s ELITE IT Solutions agrees to indemnify UIIC in respect of any claim,directly or indirectly resulting from or arising out of any breach or claimed breach of this warranty.

14. CONFIDENTIALITY

The M/s ELITE IT Solutions acknowledges that all materials and information which has or will come into its possession or knowledge in connection with this agreement or the performance hereof,consists of confidential and proprietary data, whose disclosure to or use by third parties will bedamaging or cause loss to COLLEGE. The M/s ELITE IT Solutions agrees to hold such material and information in strictest confidence, not to make use thereof other than for the performance of this agreement, to release it only to employees requiring such information and not to disclose it to any other parties. The M/s ELITE IT Solutions shall take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information underthis agreement are fully satisfied.

16. TRAVEL EXPENSES.

No travel expenses shall be borne by the COLLEGE in respect of travel undertaken by theM/s ELITE IT Solutions towards fulfillment of obligations under the Contract.

17. LIMITATION OF LIABILITY:

The limitation of liability on any default of M/s ELITE IT Solutions will not be more than the purchase ordervalue of arising out of this agreement.

In Witness whereof the parties have executed this contract on the above mentioned date

Authorised Signatory of **THE COLLEGE** with official stamp

(Signature)_____
(Name & Designation)
Prof. Farooq Ahmad Andrabi
Principal, GDC Pulwama

Witness:
(Signature)_____
(Name & Designation)

Authorised Signatory of the **M/S ELITE IT SOLUTIONS** with Official stamp

(Signature) CEO. M/s Inayat Gul
(Name & Designation)

Witness:

(Signature) Mangal Dass & Lateef
(Name & Designation)

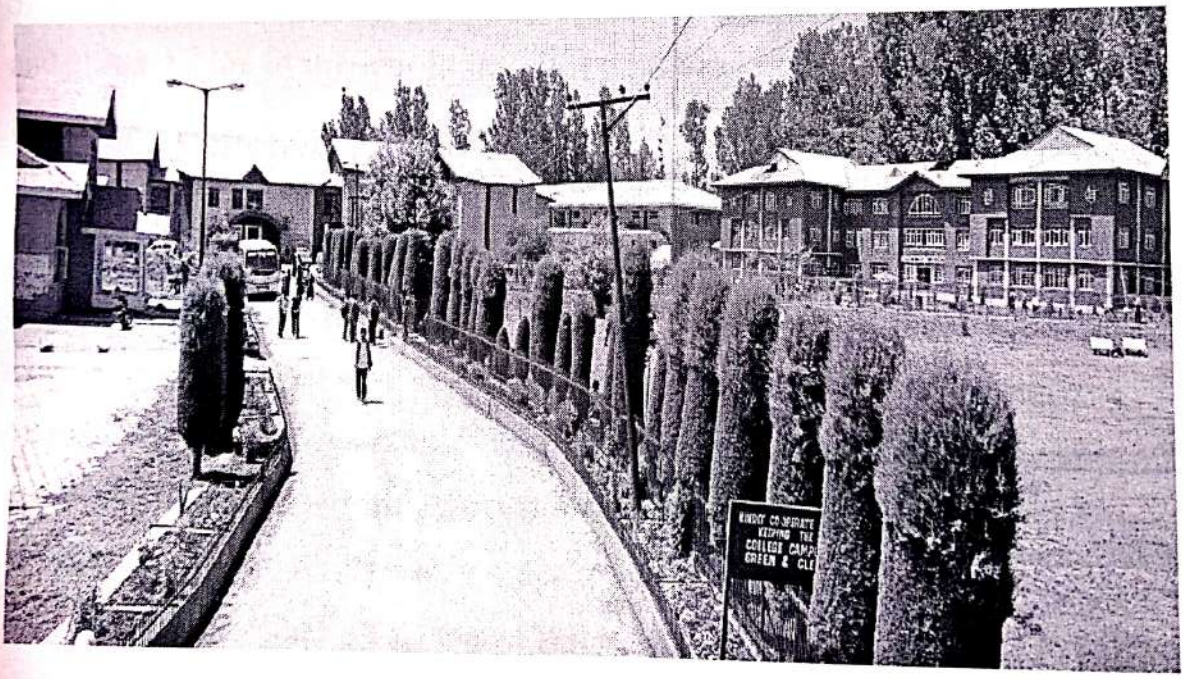
Government Degree College Pulwama

Affiliated to University of Kashmir

NAAC Accredited with Grade "B

Website: www.gdcpulwama.edu.in

Policy Document on Environment and Energy Usage



Prepare by

Environmental Audit Committee

Government Degree College Pulwama 192301

Policy Document
on
Environment and Energy Usage

The Environment and Energy usage Policy of Government Degree College Pulwama is to manage energy in a systematic manner with an aim to have minimum footprint on the environment. The policy advocates exploring the renewable energy resources to reduce the financial burden both on government as well as on the institution itself. Also to find out suitable alternative substitutes in order to ensure uninterrupted energy supply for the proper functioning of the institution. This environment and energy policy is binding for all the components of the institution and applies to all its stakeholders and to the various activities undertaken by the institution. In fact, it is a protocol document for all undertaking initiatives for the institutional sustainable development. It will help us to use the energy and environmental resources efficiently and judiciously. Besides, it inculcates the environmental ethics among students and faculty for their day to day activities. Thus helps to realize our responsibilities and put forward commitment to conservation of natural resources and to limit ecological footprints. The Environment Audit Committee is an official group of our college devoted to the cause of environmental awareness, to undertake green initiatives, and to conduct green audit surveys every year in order to monitor the anthropogenic pressure on the campus environment. The annual results and finding are provided in the form of an environmental audit report which focuses on:

- To analyze the rate of temporal change in land use pattern of the campus.
- To convert the vacant and waste land of the campus into greenery in order to reduce the environmental pollution and ensure beatification of the campus.
- To introspect our energy usage and monitor its impact on the campus environment.

- To analyze the magnitude of daily waste generation, its segregation and disposal.
- To estimate the energy recovery from the waste and dispose off unwanted waste scientifically.
- To analyze the quality of the water supply, storage and distribution in the campus
- To monitor the function of the rainwater harvesting units in the campus.
- To install and monitor photovoltaic solar panels for the generation of eco-friendly electricity.
- To install LED bulbs in campus to save the energy.
- To develop systematic waste management mechanism.
- To undertake tree plantation drive annually.
- To curtail the consumption peat (coal) and use LPG cylinders to combat cold during winter.
- To train our students and faculty as environmentalists, in order to attain the slogan of "going green policy "

This policy is and will be communicated to the students and employees via internal communication channels, and will be made available to all the stakeholders on the institutional website. The Environment and Energy Policy, objectives and targets will be reviewed on a regular basis by the Environmental audit committee under the guidance of the Principal of the college.

CONVENER
Environment Audit Committee
Govt. Degree College, Pulwama

Convener
Environment Audit Committee

Principal
Govt. Degree College Pulwama
Kashmir

PRINCIPAL

GOVERNMENT DEGREE COLLEGE BOYS PULWAMA

Policy Document on Financial Assistance of the Students

Govt. Degree College Pulwama is committed to making its world-class education accessible & affordable for students from all walks of life. This is made possible through our need-based Financial Aid philosophy.

Since the beginning of the Undergraduate Programme in 1986, the generous Financial Aid policy of the institution has helped support large number of students falling under different categories who have received some form of financial grants. The Financial Aid committee of the college supports the mission and vision of the institution in its student centered approach by providing financial assistance to enable students access to higher education.

While admission to the institution is based on academics and other holistic principles, financial aid is assessed entirely on the basis of the financial standing of the student's family and the category to which he belongs (Orphan/Broken family/Specially abled/SC/ST/OBC/AAY/PHH). A candidate's ability to pay is assessed based on various financial resources available to their immediate family, including current income, savings, investments, and education loans, to finance the expected educational cost. Our endeavour is to provide necessary financial support which can help admitted candidates bridge the gap between the cost of the programme and their ability to pay.

Our Mission

Through a sincere commitment to all students and their families, the institution through financial aid committee strives to increase opportunities for student access to and success in higher education by helping students and their families seek, obtain, and make the best use of all financial resources. The committee tries it level best to eliminate financial and other barriers to higher education. In this direction a conscious effort is made to reach out to those with exceptional economic and educational needs. The committee is dedicated to providing high-quality service in a fair, sensitive, and confidential environment to all individuals, regardless of background, culture, or lifestyle.

Objectives

To accomplish this mission, the committee establishes the following program objectives:

- Provide courteous and efficient service and financial aid support to students to foster institutional effectiveness.
- Process financial aid packages efficiently, in an accurate and timely way.
- Make timely disbursements of aid to all deserving students.
- Distribute available financial assistance to as many deserving students as possible; many of whom might otherwise be unable to attend the college.
- Provide quality advising services by addressing individual student needs, responding to student grievances in a timely manner.
- Use rationing devices to ensure limited, finite funds are provided to students who demonstrate the greatest financial need.
- Employ professional judgment to ensure access to financial aid in unusual cases.
- Comply with all Central, state, and local regulations, laws, and policies in the administration of financial aid programs.

How Funds are Raised:

It is in place to mention here that the amount disbursed among the deserving students is initially collected from all the students who seek admission in odd semester in every session in the institution as per the Government fixed rates. .

Mode and Method of Payment:

Around 90 percent of the funds raised are disbursed among the deserving students by directly crediting the approved amount (Category wise) into their respective personal bank accounts.

It is important to place on record that the institution has the distinction of helping the orphan/specially abled/broken family students in a more considerate way by reimbursing the admission fee deposited by them in full during the session.

Prof. Farooq Ahmad Andrabi
Principal
Principal
Govt. Degree College
Pulwama, Kashmir

POLICY FOR USE OF GIRL`S COMMON ROOM

Girl's Common Room situated in first floor of mini-Auditorium building is under the able guidance of Women Development Cell. The Room caters to the various needs of the females. It is equipped with an attached washroom, elegant furniture, indoor games, electricity, CCTV and Wi-Fi enabled. The room is properly ventilated, well- lit, neat and clean to provide a friendly ambience to its users. Daily newspapers, magazines, periodical and journals are available for leisure reading. Clean and safe drinking water facility is available at the entry to the building. Gym is also available for use. The room can be utilized by female staffers as child care / breast feeding room also.

For any emergency situation, contact numbers of Women Development Cell members are displayed on the notice board of the common room.

Etiquettes /Rules for using Girl's Common Room

- **Designated for use by girl students/ female staffers only.**
- A college ID is required to gain access into the Girl's Common room, NO EXCEPTIONS.
- The facility attendant on duty may deny access to Girl's Common room if you do not have a college ID.
- If you have the flu, a cold, or any other contagious illness, please do not use the Girl's Common room.
- Please be courteous of fellow students and staffers and use the equipment/space provided responsibly.

Lost and Found

Articles left unattended in the facility are kept in the rack. The Girl's Common Room attendant is not responsible for any lost or stolen articles or for any items left at the room.

Welding Technology (Skill Course)
(Policy document)

The Welding Technology skill courses will be offered for 3rd, 4th and 5th semesters from this current session 2022.

1. Admission in Welding Technology-I (Skill Course)

- *A student must have completed 2nd semester of the bachelor's degree.*
- *Advanced learning students will be preferred for admission in this skill course.*

2. Initial safety training for skill course students

Students who perform welding operations will be trained to:

- *Recognize the hazards associated with various welding operations*
- *Know the safe work practices for welding operations*
- *Use the appropriate personal protective equipment (PPE) for the job*
- *Recognize confined spaces and the requirements associated with them*
- *Understand the importance of regular inspections of welding equipment, attachments, and accessories.*

3. Student Protection

Student protection during welding operations must include:

- *Safeguards and provisions for fall protection*
- *Tripping hazard prevention*
- *Eye Protection*
- *Protection form arc welding rays*
- *Protective clothing*
- *Protection from electrical shock hazards*

5. Protective equipment's

- *Helmets or hand shields shall be used during all arc welding/cutting operations, excluding submerged arc welding.*
- *All helpers & attendants shall be provided with proper eye protection. Goggles or other suitable eye protection shall be used during all gas welding or oxygen cutting operations.*
- *Spectacles with side shields and suitable filter lenses are required during gas welding operations on light work, torch brazing, and for inspections.*
- *Operators and attendants of resistance welding or brazing shall use transparent face shields or goggles, depending on the particular job.*
- *Specifications for eye protection:*

- Special protection for arc welding rays shall be used.
- Where the work permits, the welder should be enclosed in an individual booth constructed of non-combustible, non-reflective material.

4. Responsibility of training Supervisor

- Supervisors will be responsible for ensuring the safe handling of welding and torch cutting equipment and ensuring safety, fire prevention and protection during welding and torch cutting processes.
- Supervisors are also responsible for ensuring that all welding equipment, including cables, lines and any accessories, are in good working condition. If any indication of damaged equipment is present such as broken or cut insulation on cables, etc., the supervisor will have that equipment removed from service and have it repaired.

Dr. Jahangir Ahmad Rather
Coordinator skill development

Policy Document

College canteen

Govt. Degree College Pulwama, Kashmir

Introduction

Government Degree College Pulwama is committed to excellence in all areas of college life. This includes ensuring that all food and beverages sold, handled and used at the College are of the highest possible quality and standard. We are committed to ensuring that the Canteen provides a range of healthy, nutritious food items in a hygienic, courteous and efficiently operated environment. The College has spacious canteen facility in the campus for the students and staff members where refreshments are available at affordable rates. The canteen is operated on contract basis. The canteen also caters to the functions organised in the college like annual gatherings, sports, conferences, seminars etc and provides working lunch as and when required.

Scope

This policy applies to the day-to-day operation of the College canteen of Govt. Degree College Pulwama and any associated activities involving the supply and service of food under the auspices of our college canteen.

Mission

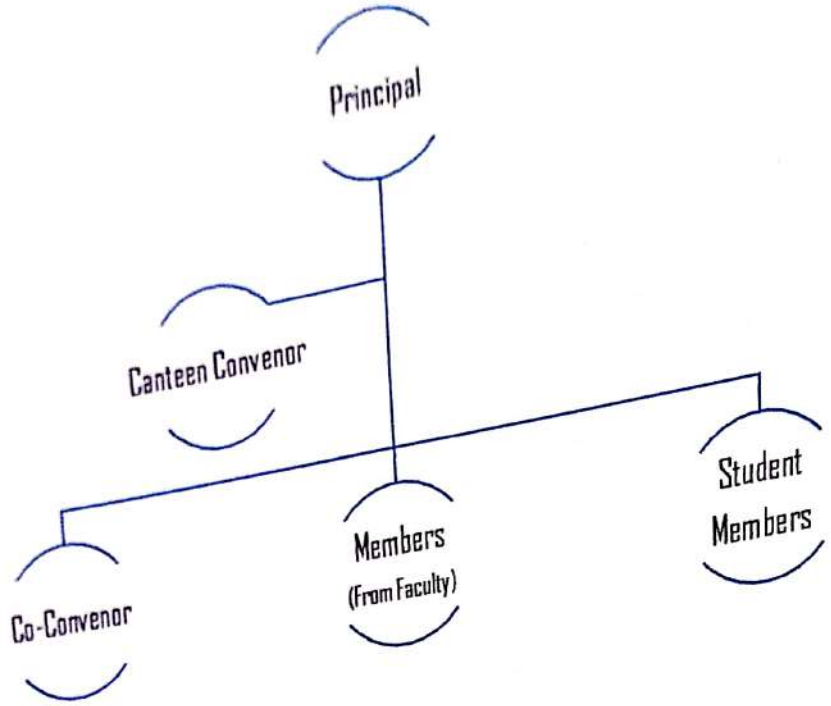
- To provide an enjoyable, nutritious and attractively presented selection of foods and drinks at reasonable prices.
- To promote and encourage healthy food choices.
- To provide regular and good quality of service at reasonable rates
- To Serve Quality food and demonstrate high standards of hygiene in Storage, Preparation, Serving.

Supervision

The canteen shall be under the supervision of canteen committee that shall supervise and ensure efficient management of canteen towards providing hygienic, healthy and tasteful foods for uses of staff and students.

• The Canteen Committee shall oversee and manage the implementation of this policy and the operation of the college canteen. The structure of the committee shall be as follows:

Convener Canteen



The Canteen committee shall be reconstituted every year

Responsibilities of the Canteen Committee

The Canteen Committee shall serve the following functions:

- Decide the prices of food served in the canteen
- Co-ordinate or discusses various issues relating to Canteen Management.
- Plan for the infrastructure facilities required as per norms.
- Control the quality of food supplied in the canteen.
- Ensure that the canteen meals are supplied on time and check for quantity & quality supplied as per the agreement.
- Check the quality of food preparation, hygiene conditions, staff conduct etc in the canteen.
- Supervise the facilities /amenities and there up keep and address students/staff grievances pertaining to canteen facilities and maintenance.

Convenor Canteen

Hygiene and cleanliness

The members of Canteen Committee or any other staff as deputed by the principal can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct etc.

- The canteen runner must comply with the current food safety and hygiene regulations. Proper food hygiene shall be maintained and there will be no compromise on the quality of food in any case.
- The Canteen personnel shall keep the canteen area (in and around) neat and tidy. Entry of unauthorized personnel shall not be permitted in the kitchen area.
- The contractor shall arrange the items i.e., crockery, utensils, cooking gas cylinders, cooking stove etc. and maintain the said items with proper hygienic conditions.
- The contractor shall ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins.
- Water supplies: Adequate water shall be supplied for – Hand wash, Cleaning & Washing of utensils, Handling & preparation of Food items inside the canteen. Hygienic drinking water facilities shall be available in the canteen.
- Waste disposal: Canteen waste shall be segregated into bio-degradable and non-biodegradable at source. Bio-degradable waste shall be managed at designated waste management site within the college campus whereas non-biodegradable waste shall be disposed-off outside the College premises with the help of Municipal Corporation.

Student / staff suggestions and complaints

The Students/Staff of the College shall be allowed to give Suggestions or complaints regarding the Institute Canteen. In this case the concerned shall approach canteen committee. The Suggestions and complaints shall be addressed immediately by the concerned staff.

Timings

The canteen shall remain open during office hours only and, as per the requirement of the college.

Safety

The contractor shall take all necessary precautions and must not use / store any hazardous chemical / dangerous element / banned or expired products in the canteen which may pose threat to the health and safety of the people. Any loss to the property of the College caused by the contractor shall be borne by the contractor. In case of any dispute, the matter

Convenor Canteen

College Library
Govt. Degree College
Pulwama

Library Policy

LIBRARY POLICY

In order to maintain a safe and welcoming environment for reading, learning and other Library activities, the college library require all visitors to comply with the following General Rules and Regulations.

General Rules and Regulations:

- Carry your student ID card with you when you enter the library.
- Do not take any book or other library material out of the library without following the borrowing procedures.
- Make sure to return the borrowed items by the due date.
- In case any of the borrowed items being lost, damaged, or destroyed, you are required to replace the lost /damaged/destroyed item with a new one.
- Never write on books or cut pages out of them.
- Return books/materials to their original location on the bookshelf.

Practice good manners!

- Use of mobile phones in library is strictly prohibited. Switch your mobile phone off and keep it in your bag, etc. while you are in the library.
- Strict silence and discipline must be maintained in the library. Smoking, eating, sleeping and talking loudly are strictly prohibited in the library.
- Refrain from leaving your baggage, etc. on library chairs/sofas, and avoid taking up two seats by sitting on one and putting your baggage, clothes, etc. on the other. Also, please be sure not to leave valuables unattended.

Working Hours

Library Opening Time	
Monday to Saturday	10:00 AM to 4:00 Pm

Book Issue/ Return Timing	
Monday to Saturday	10:15 AM to 3: 45 PM
Note: Library remains closed on Public Holidays. During Examinations and Vacations Library remains open throughout.	

Library Membership:

- All Faculty members, other staff and students of the college are entitled to become library members

Issue/Return Rules (Loan Period):

Users are divided into the following categories - their entitlements, maximum number of books and number of days of issue is proposed in the following table:

Student	2 Book	14 days
Faculty	5 Books	30 Days
Official	3 Books	20 days

Overdue Charges:

- For the period of 10 days from the due date of return: INR 1 per day per book.
- For the period beyond 10 days from the due date of return: INR 2 per day per book.

Fine for the Lost Material:

(a) In case of books published in India: 5 times the price of the original book.

(b) Foreign Publication: Price of the original book as per present rates plus 20% of the price.

Note: The library accepts replacement of the actual book(s) as well.

Collection Development Policy:

To meet the diverse needs of its users, the College Library shall acquire resources in both print format (textbooks, magazines, newspapers etc) as well as electronic format (databases, software, e-books, e-zines etc). The responsibility of selecting materials for the College Library shall lie with the Library Committee which includes Librarian, Heads of the Concerned Departments and students based on the selection criteria.

Orders shall be placed to empanelled Vendors/Suppliers/Publishers from time to time depending on the availability of funds for procurement of books.

Donations:

The college library welcomes the gifted books and other materials deemed to be within the scope of its collection.

Weeding Policy:

Weeding is the removal of materials (books, periodicals etc.) from a library collection in a planned and systematic way. The Library regularly carries out weeding of its information resources from time to time to guarantee relevance of the collection, promote use, and create space for new materials. The materials to be weeded include:

- Superseded editions whose contents are no longer relevant.
- Badly mutilated or damaged information resources.
- Duplicate copies of rarely used titles.
- Materials which contain obsolete information
- Single copies of materials that have not circulated within the last five years.

Department of Physical Education and Sports

GOVERNMENT DEGREE COLLEGE PULWAMA

POLICY FOR ISSUANCE OF EQUIPMENTS

- *Sports equipments are issues from 10:30 am*
- *Sports equipments are issued to those students only who are in proper uniform*
- *Students have to submit college ID card before any equipment is issued to them*
- *In case of any deliberate damage to any sports equipment student has to pay the actual rate of the equipment as penalty*
- *Students are provided with college uniform before the start of a match which he has to return back immediately after the conclusion of the match*

Convener, Sports Board

Physical Training Instructor

Department of Physical Education and Sports

GOVERNMENT DEGREE COLLEGE PULWAMA

POLICY FOR FITNESS CENTRE

- Fitness centre timing – 10:30 AM to 4:00 PM

S. No.	SHIFT	TIMING
1	BOYS	10:30 AM – 12:00 NOON
2	GIRLS	12:00 NOON – 1:30 PM
3	LUNCH BREAK	1:30 PM – 2:00 PM
4	GIRLS	2:00 PM TO 3:00 PM
5	BOYS	3:00 PM – 4:00 PM

NOTE:

- All covid SOPs to be followed.
- Students have to register themselves in the department of physical education and sports to avail gym facility.
- Not more than 10 students allowed in a single shift.
- Students should enter the fitness centre in proper sports wear.
- Any kind of inappropriate behaviour is unacceptable and punishable.

Convener (Sports Board)

Physical Training Instructor.

GRIEVANCE REDRESSAL CELL

GOVERNMENT DEGREE COLLEGE PULWAMA (GRC)

Policy Document

INTRODUCTION

Grievance Redressal Cell (GRC) of the college has been constituted to address and resolve grievances and complaints of students and staff effectively. The cell has been constituted to look into the complaints and grievances lodged by the students and the staff and find solutions to safeguard the academic environment, individual dignity and human rights which are integral to create the conducive environment for an all-round development of an educational institution. The GRC aims at flourishing a healthy sense of rights and responsibilities among all the stakeholders of the college. The GRC meets periodically to redress the grievances and complaints of the students and staff to redress the same. The GRC has the mandate to redress the grievances of any nature like ragging, sexual harassment, corruption and complaints regarding classroom teaching, syllabus completion and examination discrepancies etc. Students and staff with genuine grievances may feel free to drop in writing at the complaint/suggestion box or through email addressed in favour of Convener, GRC, GDC Pulwama.

AIMS & OBJECTIVES

The aims and objectives of Grievance Redressal Cell (GRC) are as under:

- To create and maintain an academically favourable and harmonious atmosphere in the college.
- To uphold the sanctity and prestige of the college through amicable student-student and student-teacher relationship.
- To promote among the students of college the spirit to respect the right and dignity of one another and the spirit of patience whenever any occasion of rift arises.
- To educate the students to refrain from indulging in activities harmful to all the stakeholders.
- To encourage the students to express their grievances/complaints freely without any inhibition of being victimized.
- To create a free, fair and transparent Redressal mechanism for the students and staff of the college.
- To redress the grievance/complaints of all the stakeholders objectively without being partial.

SCOPE

The Grievance Redressal Cell (GRC) includes within its ambit the grievances/complaints/suggestions received in writing from the stakeholders about any of the following:

- **Academic Matters**: Timely redressal of issues/grievances pertaining to issuance of character/provisional/bona fide certificates and all other genuine examination related issues.
- **Library Matters**: Speedy redressal of issues regarding issue and return of books, model question banks, Xerox facility etc.
- **Financial Matters**: Redressal of issues related to dues and payments, scholarship, library fee, admission fee etc.
- **Other Matters:** Grievances related to proper sanitation, availability of healthy food in the college canteen, college transport etc.

REDRESSAL MECHANISM

- ***The students and staff may file their grievance in writing and drop it in suggestion box or email it to the Convener GRC, GDC Pulwama.***
- ***The grievances can also be submitted online via https://www.gdcpulwama.edu.in/#/Feedback***
- The grievances/complaints from the stakeholders will be attended promptly within a time bound framework.
- The Grievance Redressal Cell (GRC) after receiving, reviewing and analysing the grievances shall prepare the report about the number of grievances received.
- The Grievance Redressal Cell (GRC) after thorough discussion on the grievances received shall try to sort out the problems at their own level.
- In case the Grievance Redressal Cell (GRC) finds it difficult to resolve any matter then the same shall be referred to the principal.
- The Grievance Redressal Cell (GRC) shall submit its report to the principal about the action taken (Grievance Redressed/ or referred to the principal for direction/guidance).