

Infrastructure Policy

The administration of Gurunanak College of Arts, Science and Commerce aims to develop, offer and sustain essential infrastructure for the all-round development of the students. It includes physical infrastructure such as office, classrooms, washrooms, laboratories, library, seminar hall, conference room, auditorium, gymkhana and playground along with their necessary equipment. The Office Superintendent receives the demands for all types of required materials such as books, stationery, chemicals, laboratory equipment, printers, projectors, cupboards etc. from all the departments in the form of requisition applications. These are then discussed by the department Heads with the Principal and the Infrastructure Committee. Once the need is assessed, the Purchase Committee invites tenders from the suppliers and then purchases the best materials at optimum price.

The Infrastructure Committee looks into the maintenance of all infrastructure with assistance from the management. The management has appointed an Infrastructure Manager, an electrician, a plumber and a carpenter for the proper upkeep of physical infrastructure and an IT engineer on annual contract basis to maintain IT infrastructure. Wherever possible, repairs are preferred to new purchases. All committees and departments maintain their stock registers and look after the daily upkeep of their paraphernalia through their support staff. The demand for repair and maintenance work is registered through written complaint along with details of equipment by the Head. All the equipment are covered under Annual Maintenance Contracts. At the end of each academic year, stock verification and inspection are carried out by the respective committees and departments. Outdated and unreparable equipment are routinely replaced with the new upgraded ones through a condemnation process. Considerations of environment conservation govern the infrastructure purchases and maintenance.