

SHAH NAROTTAMDAS HARJIVANDAS COMMERCE COLLEGE VALSAD.

શાહ નરોત્તમદાસ હરજીવનદાસ કોમર્સ કોલેજ, વલસાડ

(Accredited "B" by NAAC)

પ્રિ.ડો.ગિરીશકુમાર એન.રાણા

ડો. મોઘાભાઈ વિદ્યાસંકુલ,
શ્રી મોરારજી દેસાઈ નગર,
કોલેજ કેમ્પસ, તીથલ રોડ, પો.બો.નં.-૪૮,
વલસાડ.-૩૯૬ ૦૦૧.(વે.રેલ્વે)



Pri. Dr. Girishkumar N.Rana

Dr. Monghabhai Vidyasankul,
Shri Morarji Desai Nagar,
College Campus, Tithal Road, Po.No-3,
Valsad.-2001. (Way Railway)

Email: shahnhcc@yahoo.com / principalshahnhcc@gmail.com Web Site : www.shahnhcc.com

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc.

The college has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories.

1. The maintenance committee monitors and works as supervisory body. The maintenance committee is accountable to the principal and functions as the coordinator (who efficiently organizes the workforce, maintaining duty files containing details about their individual floor wise responsibilities, timings, leave etc. The maintenance officer conducts periodic checks to ensure the efficiency/ working condition of the infrastructure.

The college ensure optimal allocations and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meeting of various committees.

2. Adequate in house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment, classrooms, staff rooms, seminar halls, etc are cleaned and maintained regularly by non teaching staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. The Green cover of the campus is well maintained by a full time gardener.

3. Parking facility is well organized. It is efficiently maintained by annually renewed contract employees.

4. The campus maintenance is monitored through surveillance cameras.

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5. Every department maintains a stock register for the available equipment.
6. Proper inspections is done and verification of stock takes place at the end of every years.
7. The civil and electrical work is adequately monitored and maintained by the campus director/ principal. Campus Director and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and housekeeping.
8. Central library has 4 people who regularly monitor the condition of the library stock, issue and maintenance of the books, card issue to the students. Pest control of library books and records is done every year by the maintenance department.
9. The college ensure the availability of latest equipment and up to date infrastructure in the institution. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment. First the proposal is submitted and then its evaluation is done by the college office. it must get the approval by the principal and then quotations are invited . After the approval of the management the required item is purchased and entered in the stock register. At the end of financial year stock verification is also done by the college office .
10. We have the man for security round the clock.
12. The equipment like computer system, generators, water motors, pumps, water purifiers, and water cooler are also taken care of either AMC or inspection by staff.
13. Fire extinguishers and fire precaution have been installed at identified locations.

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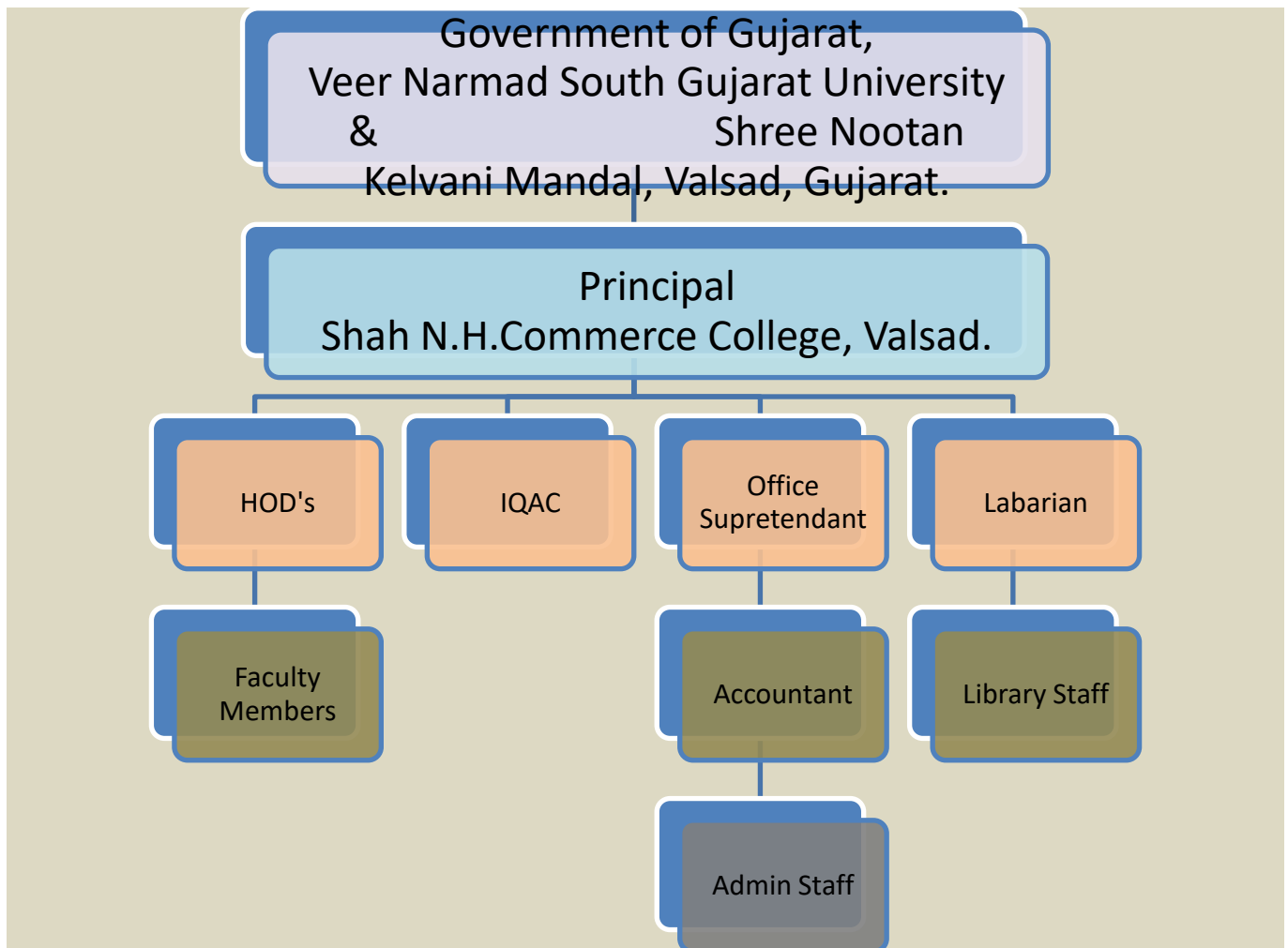


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ORGANISATION



Norms and conditions of employee service are related as per our affiliated university (VNSGU) i.e Ordinance 69(A) and as per Gujarat Govt. Service Rules (GCSR)

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link as follows

TITAL OF SUPPORTING DOCUMENT	ATTECHEMENT
VNSGU_ORDINANCE	https://shahncc.com/uploads/document/notice_dKZzRZW01670828926.pdf
1-GCSR-General-Condition-of-Service-2002	https://shahncc.com/uploads/document/notice_B1kZVqeV1670828952.pdf
3-GCSR-Leave-2002	https://shahncc.com/uploads/document/notice_F9nSfA3H1670828981.pdf
3.1-GCSR-Modified-Leave-2005	https://shahncc.com/uploads/document/notice_rPOIOGER1670828967.pdf
6.1-GCSR-Modified-Pension-2005	https://shahncc.com/uploads/document/notice_RKfHt4q51670829018.pdf
4-GCSR-Joining-Suspension-etc-2002	https://shahncc.com/uploads/document/notice_ItGBQd8H1670829005.pdf

K. Bhawani

CO-ORDINATOR
NAAC

Shah N. H. Commerce Collage
VALSAD



[Signature]

PRINCIPAL,
SHAH N. H. COMMERCE COLLEGE,
VALSAD.