GARGI COLLEGE

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Policy for Usage and maintenance of Physical facilities and built structures:

All the below mentioned activities are followed by established practices in the form of procedures put together for smooth functioning of the institution. Major objectives are outlined. They are by no means exclusive. Continuous revision is done based on the requirements.

Objectives:

- Maintenance of physical infrastructure which determines the safety of all stakeholders and smooth functioning of the academic activities
- providing/allocating /ensuring space for the practice of activities by cultural and value-building societies,
- conduct of tutorials
- internal meetings by student office-bearers of societies during ECA breaks
- meetings of students with mentors.

Activities: For formal events like the seminars in ECA breaks grooming sessions are organised by placement cell. For department festivals and formal society events, a calendar is maintained in the office with designated personnel; and (allocation of) auditorium, seminar hall, lecture theatres and computer labs are booked accordingly on first-come first-serve basis. Another factor which determines the venue is the seating capacity and scale of the event.

However, the milieu of the college is such that the rules and procedures are only to streamline the system and facilitate but not to act as constraints. This is cognised by the stakeholders. Very cordial exchange of venue/s between societies and between departments is an indication of the spirit of collegiality. For example, when a specific situation like an external resource person's visiting dates had to be rescheduled both the concerned teams coordinate for the smooth functioning of the event. This is seen amongst teachers and also amongst the student office-bearers of societies. The room booking is transparent to the teacher and student office bearers in case of rescheduling of any event.

Exemplar of administering/conduct of semester-end examination: For example the team which conducts examinations comprises teaching and non-teaching staff. They meet the outgoing team for suggestions or the necessity for change of and practices. They survey the building and plan for the utilisation of the rooms in accordance with the schedule of examinations given by university and revise plan accordingly.

The newly erected porta cabins were to accommodate students. During summer season the examination team has to plan accordingly so that minimum inconvenience is caused to students from heat. All fans, lights, windows, boards, etc as a matter of policy are maintained by the personnel equipped to deal with them under the guidance of building maintenance committee.

Usage of Open spaces in Winters: It is not just the closed spaces like auditorium/seminar hall/ lecture theatres but the open spaces of the institution like arts quadrangle, main arch, gardens,basketball court are chosen for events of societies are constructively used by stakeholders. For example, Avni, Eco-club, organises plant distribution in the main arch or outside Audi foyer; many departmental festivals organise theme-based competitions like Rangoli (for departmental and annual festivals), for some theatre classes and theory classes too, at times. This is due to the high level of events happening at the same time in the institution which is an indication of the spirit of stakeholders.

Online tests in the computer labs on working/week days and on Sundays, at times, by corporate organisations as part of their recruitment process is another example. This is done since the computer labs are engaged during weekdays and could not have accommodated multiple batches of students at a stretch.

Workload committee and time table committee (science, humanities and commerce) in consultation with the departmental time table team and workload in-charges/TICs ensure equitable distribution of spaces. Building maintenance team ensures timely addressing of issues related to these spaces.

Similar planning is done with respect to the laboratories by the science faculty and lab personnel before holding practical examinations. Lab staff, the teachers-in-charge and the practical examination holding superintendents are part of this deliberation.

Most of the physical facilities for academic, co-curricular and extra-curricular activities are utilised from 8:30 am to 5:30pm.

- Building maintenance committee looks into the maintenance of physical structure. Teaching and non-teaching staff constitute the members of this committee.
- Laboratories : Taking stock of the available chemicals/apparatus and procuring as per requirement is carried out before the start of new session / practical examination. Allocation of duties/maintenance of equipments is also a routine feature. Students are oriented on safety/hazards of the chemicals being used; policies on sharing the laboratory space with other co-students.
- Practices: Before starting the academic session preparation, allocation of duties, sufficient availability of chemicals , orientation to students on proper/ careful /responsible /safe utilisation of space in the beginning of each semester are ensured. These regular activities are shared in the form of policies. Preparation for the practical examination is part of it.
- Library: Librarian, library staff and Library committee takes care of maintaining the necessary books in the library. The annual budget allocation for each department is communicated to the various departments; list of books obtained from departments and the purchases are made subsequently. After binding and accessioning, books are ready for issue.

- Auditorium: Foyer of the auditorium and basement is allocated for practice of cultural societies at designated times. Foyer is also used for tutorials. Multiple tutorials of small groups are accommodated in the foyer and adequate number of long benches and chairs for flexible movement are available in sufficient capacities.
- Seminar hall: Utilised for seminars, theatre classes and some theory sessions as well.

Policies and procedures during Covid 19:
Communication channels:

Covid 19 necessitated a different framework of policies and procedures, essentially through the communication networks in the virtual space. Institution stood up to this challenge essentially by disseminating information on website through timely notices from UGC, University of Delhi and the Institution,on various issues such as given below. To unpack the relevance /implication of these notices/circulars institution relied on teachers as foot soldiers. Since lockdown happened when University of Delhi is in its mid-semester break many students were left stranded in their hometowns and other places. With evolving understanding of the covid 19 disease and its implications it was on the teachers in each of their class groups to assure students about the completion of syllabus, assignments, online tests, addressing security issues related to online platforms, being compassionate towards the situation of those students who could not access online classes due to lack of digital infrastructure at their disposal in their hometowns, connectivity related issues, etc. For such students every effort is made by the teachers to use other channels of communication and through sharing notes, reading material, clearing their doubts individually and in small groups as well. All this effort resulted in no specific 'college hours' though the practice of students calling upon teachers for support always existed in the pre-Covid times as well. The nature of this support comprised academic aspects and assuaging their anxieties regarding completion of academic year especially in the case of final year students who were concerned about their progression.

For the purpose of evaluation students had to give their group presentations in virtual mode. It was challenging for students to coordinate with their classmates to support each other. But with the support of teachers and efforts made by students institution saw minimal disturbance in terms of acquisition of knowledge.

Most of the circulars were related to the following topics:
Mental health of students
Webinars
Placement sessions
Exam schedules
OBE guidelines
Online platforms
Learning material online

Architecture of collective responsibility: Some instances

- Within the broad guidelines issued by the university, planning of academic activities were done keeping in consideration the safety and interest of all stakeholders.
- All notifications from university and the head of the institution were uploaded on institutional website. These notifications included learning platforms, support systems, mental Health related support, digital infrastructure related support, etc.
- Head of the institution encouraged/urged all staff to support students in this special circumstance.
- Most of the student activities went online. This included student orientation for the new batch and farewell meetings were held on online mode.
- All placement sessions continued without interruption online. Placement team facilitated outstation students located in remote areas to not lose out on any opportunity. There were instances where outstation students left their laptops in PG (paying guest)and could not take up a placement procedure without their system. By appealing to the corporates, wherever relevant, they were adequately supported.
- Online courses were made accessible to supplement curriculum through a memorandum of understanding with Coursera and ICT academy. Grooming sessions, webinars on covid, support system for online teaching, were also organised by the institution.
- All student queries related to office were mailed to the relevant address and duly supported by the non-teaching staff.
- E-resources provided by teachers. Uploaded on the website.
- Most semester schedules were coming to an end. Most semesters were coming to an end but the examinations were postponed. As a result the session was extended and teachers took extra classes to compensate for the limitation/deficiencies in online classes.

IQAC Coordinator

Principal