

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

Introduction:

These policy guidelines aim at equitable allocation and efficient utilization of available facilities and infrastructure. This will result in a quality learning and working environment for students, faculty and staff. This policy also provides a framework for the optimal use of physical assets as well as regular review of the infrastructural needs of the college. Maintenance of infrastructure, equipment and other facilities is either carried out at institutional level or AMC basis. College allocates budget at the beginning of the academic year for all infrastructural requirements.

Objectives:

1. Establish standard operating procedures for the use of physical and academic facilities.
2. Optimize the utilization and maintenance of college facilities.
3. To periodically review the needs of infrastructure and plan for the future.

This policy applies only to the use of those facilities located on campus.

College infrastructure is divided into following categories:

	Infrastructure type	Responsible person
1.	Common Facilities including Office, Classrooms, Lift, Seminar Hall, Conference room, Academic and Administrative Offices, Resource Rooms etc.	Registrar
2.	Departments and Laboratories	Heads of Department
3.	Library and Study room	Librarian
4.	Sports facility	Sports Director.

Utilization and Maintenance of Common Physical Facilities

Utilization:

1. College has open space available at the ground floor which is generally utilised for some common programs of the college like celebration of Independence Day, Republic Day or any other open gathering whenever required. On other days, this facility is available for the purpose of the parking of staff vehicles.
2. The utilisation of common facilities like Seminar Hall, Conference rooms and Auditorium is allotted for the programs of college by the Registrar of the college on the basis of availability.
3. College has two Lifts available with Liftman and used as per the requirement. In busy hours both the lifts are available for all stakeholders. Students are allowed to use lift to go up only. Lift facility follows First Come First Serve basis with two queues (One for student and the other for staff) with some exceptions.
4. Sports facilities can be used with the permission and on the basis of allotted time by the Sports Director of the college.

Maintenance:

1. Registrar, being the maintenance head, prepares the routine and specific maintenance schedule for all physical infrastructure and allocates duties to the respective staff.
2. The maintenance schedules are executed with the support of both internal and external agencies.
3. College has appointed a **person** to look after the facilities like Seminar Hall and Auditorium. This staff brings to the notice of the Registrar any maintenance that has to be done. These requirements are then put before the Principal for approval.
4. On the basis of the type of work and budget either the Principal or the Management takes care of the allotment of work.
5. This standard operating procedure of maintenance is followed at all places.

Policies of Academic and Support Facilities

Utilization and Maintenance of Class Rooms:

Classrooms are utilised for the purpose of conducting regular lectures and are allotted on the basis of time table and student strength.

1. Non-teaching staff is responsible for the cleanliness and the maintenance of the class rooms.
2. An Infrastructure Committee has been appointed to supervise the maintenance of the equipment and infrastructure of the college.
3. All infrastructure related complaints are communicated to the Infrastructure Committee.

Utilization and Maintenance of Laboratories (Dry and Wet):

1. Laboratories are allotted for Practical sessions based on a timetable given by college.
2. Standard Operational Procedure for handling various chemicals, equipment and instruments are to be strictly followed.
3. Stock register is maintained and updated regularly.
4. Stock verification and inspection has to be carried out by the departments at the end of the Academic Year.
5. Old outdated equipment, chemicals and instruments are discarded by standard procedure.
6. All laboratories disposes the waste (Nuclear Lab waste, Chemical waste, etc) as on the basis of guidelines by different government authorities and defined policies and procedures by college.
7. Safety training for support staff is conducted periodically.
8. The maintenance of computer laboratories is taken care of by the laboratory in-charge. System administrators have been appointed to take care of the repair and maintenance of all computers and servers.
9. Annual Maintenance Contracts (AMC) are made for various equipment and software e.g. photocopier machine and internet facilities.

Utilization and Maintenance of Library:

1. All the functions of the library, i.e. book borrowing and lending etc., are monitored by a fully automated library software.
2. Librarian at the end of every academic year asks Department to keep ready the requirement of books for the forthcoming academic year and takes the requirement from them for further processing.
3. Library can procure books on demand from faculty and students. After getting an approval from the Heads of Departments, the book list with price is submitted to the Principal for further action. After getting the approval, books are purchased and the arrival of required books is informed to respective Heads of the Department.
4. All students after admission are registered for membership of library which allow them to borrow 2 books and one magazine, at a time, for a period of one week. They can renew the book for another week if there is no reservation for that particular book. If they fail to return the book on time, a nominal fine is charged.
5. Students can borrow books from the reference section for a day.
6. Faculty can borrow any number of books and journals at any time.
7. Library reading room opens from 8 am to 7 pm on normal working days and on holidays from 8: 30 am to 4 pm throughout the year.
8. The college library reading room is one of the few libraries to be open throughout the year even during holidays.

9. Library membership is necessary to use the library. A barcode number is issued to the users which is attached to the college ID card.
10. During annual maintenance if any books are found missing through students / faculty they are fined as per the cost of the book.
11. Stock taking is done regularly. Weeding out of the old and books is done at the end of the academic year. so that space is created for new books. Worn out and out of the syllabus books are weeded out periodically with the approval of the faculty. Old books are bound and kept. Pest control, dusting and cleaning are done on a regular basis.

Other:

- Fire riser system has been installed and the training for the use of Fire safety system is given to the staff on campus
- Canteen Committee of the college continuously review the prices and the quality of the food provided in the canteen.
- Green Audit and Energy audit and water audit is regularly