

MAEER's

MIT | **Arts, Commerce
& Science College**

(Affiliated to Savitribai Phule Pune University)



Policy & Procedure

Policy for Use of facilities

(To be implemented from (2008-09))

Policy for Use of facilities

Introduction –

Our college has defined a policy for the optimum utilization of facilities such as computer and other laboratories, classrooms, seminar hall, library, playground, gymnasium, meditation hall, canteen, administrative wings and Cabins, various equipment, infrastructural and IT facilities. The policy has a mention of procedure to be followed by all the stakeholders for allocation and maintenance of resources. It is communicated through email and notices. Effective implementation of the policy results in proper use of the available resources for routine academic and administrative functions.

Purpose of the policy-

This policy for use of facilities is designed for providing the base of allocation of resources and its optimum utilization to achieve excellence in education, research through smooth administration. The effective implementation of this policy ensures the quality in academics and governance. Comprehension of the procedures and systems mentioned in the policy benefits all the stakeholders; Principal, HoDs, Faculty, Non-teaching staff, Students and Parents.

Policy for use of facilities provides a pathway as below:

- (1) Take overview of availability and requirement of facilities.
- (2) Define a standard procedure for the best possible use of physical resources.
- (3) Designing of schedule for smooth conduction of all types of academic and administrative activities.
- (4) Establish better communication and coordination among all the stakeholders for effective scheduling of college facilities.
- (5) Achieve the best possible use and calibration of physical facilities in the campus.

Scope –

The policy is meant to use and regulate all the following physical facilities in the campus:

- Administrative cabins and wings
- Conference Rooms
- Staff rooms



- Classrooms
- Computer laboratories
- Physics and Chemistry laboratories
- Seminar hall
- Library, Digital library, reading hall
- Playground
- Girls and boys common rooms
- Gymnasium
- Meditation hall
- Canteen
- College garden

Procedure for use and maintenance of facilities in the campus –

Central coordination of the facility is used effectively and efficiently by providing a framework for the optimal use of physical assets. Scheduling, allocation and usage of classrooms and laboratories are decided by a Time-Table committee along with heads of respective departments. The classrooms are allocated according to the number of Programs and student strength of each class. The time-table is designed in such a way that there is optimal use of classroom space. Faculty and / or students with health issues or physical disabilities will be given priority to schedule their classes at appropriate classrooms. The class which has enrolled “Divyang” students will be given priority in assigning the classroom which is easily accessible, with prior permission from the Principal so that it should not conflict with academic classes’ schedule.

Administrative office spaces, staff rooms or cabins assigned to one or more individuals and used by administrative and support staff. The principal and / or registrar of the college allocate the required space to individuals in the administrative office.

For smooth conduction of co-curricular and extracurricular activities space is required. The space is allotted to these activities on the basis of importance of the activity and number of students participating in it by respective authorities through HRE.

Library space is classified into five categories: accession counters, newspaper reading space, open-stack study room, online resources room and study service. The library space is allocated by the Librarian according to the usage.

The Sports Facilities Rules designed by the Director – Physical Education, aim to serve as general guidelines to internal users and external users pertaining to College sports facilities.



The college authority reserves the right to modify or amend these rules when necessary. Announcements concerning the above will be made via notice boards on the premises accordingly. All sports facilities present in the campus are mainly used for sports education, training, competition, and recreation by college students, faculty and staff members. The schedule of the gymnasium is decided by the Physical Director in consultation with the Gymkhana committee and the Principal.

The college owned equipment such as computers, LCD projector, printers, audio-visual are allotted by the registrar and monitored by IT Administrator, Laboratory assistants and electricians. The allocation and usage of laboratory equipment are decided by the respective head of the department. In case of disposal of any equipment from the department's dead-stock register, the head of the department makes a list of such equipment and all these equipment are removed from the dead stock register after disposal.

A. Allocation policy

1. Policy and Procedures for Classroom and Laboratory allocation

- Management handovers classroom and laboratories to the Principal after construction in ready to use condition.
- Principal in his authority assigns classrooms and laboratories to respective departments in consultation with the Academic planning and Time table committee.

2. Policy and Procedures for allocation of administrative wings and Cabin

- Management handovers administrative wings and Cabin to Principal after construction in ready to use condition.
- Academic wings and Cabin distribution is done by Principal.

3. Policy and Procedures for Sports facilities

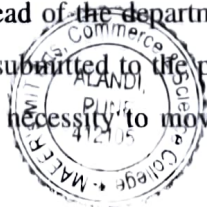
- Allotment of ground –
 - Time table is designed for allocation of ground related to different sports as per requirement taking academic time table into consideration.
 - The same is communicated to the students.
 - Students make practice within prescribed schedule by following norms by sports department.
- Allotment of equipment –
 - Register is maintained in the Gymnasium for making use of equipments and indoor game facilities.



- Every user has to make entry to avail equipments of indoor facilities.
- It is made sure that users follow all the norms by sports department.
- Financial support –
 - Students are provided TA & DA as per SPPU norms for participation in inter collegiate competitions.
 - Entry fees of the student participants for various inter collegiate competitions are paid by the college.
- Organization of sports events –
 - College level and inter collegiate sports events are organized to provide platform to the students.
 - Such events are organized by sports department, student council with the help of committees consisting faculty members and students.

B. Maintenance policy

The college has a well-defined maintenance policy for physical facilities. The routine cleaning and maintenance of computers and other laboratories, classrooms, seminar hall, library, playground, gymnasium, meditation hall, canteen, administrative wings and cabins is performed regularly as per Annual Maintenance Contract (AMC) signed by Principal. Renovation, alteration, and improvement of the existing academic and support facility is decided by the Principal in consultation with the concerned head of the department. The requirement of the same is communicated to the Management of the college and after getting it sanctioned, the maintenance work is carried out. For maintenance of IT infrastructure and Electrical fittings and appliances IT Administrator, laboratory assistants and electrician are appointed for regular technical needs as well as replacement and repair requests. IT administrators with laboratory assistants look after maintenance of IT resources like computers, printers, replacement of tonners, software problems, networking problems. Electricians are responsible for replacement or fitting of light tubes, bulbs, switches, MCB boxes. If the problem is major it is brought to the notice of the principal. Maintenance policy ensures that equipment is always in ready and reliable condition as well calibrated to provide good quality outputs. Heads and faculty in the departments are accountable for proper use of resources allotted to them. Minor maintenance / replacement are done by laboratory assistants in consultation with the head and faculty. For major maintenance and repair external technicians are called by the head of the department, quotation of repair and maintenance is taken from the technician and submitted to the principal through the head of the department for further action. If there is a necessity to move equipment out of the college campus for



repair or maintenance, the permission is taken from the principal by the respective head of department.

- Requisition – Physical check of all the buildings and other campus areas is carried out and the maintenance required is noted down by the concerned staff. The same is communicated to the Principal.
- Quotations – As per the requirements quotations are called from the vendors.
- To carry out the physical check of all the buildings and other campus areas and note down the maintenance required.
- Prepare the Purchase Requisition for required material with quotations at least from 3 vendors and put up for approval.
- Receive the good quality of product and supervise the work to avoid misuse of material and obtain better quality work.
- To supervise new construction, fabrication or any development work as per the drawings and guidelines of the Management.
- Receive the complaints related to all civil work from various Departments and obtain requisition slip.
- Enter Requisition Slip in the complaint register and forward the same for approval. Assign the work to the concern person and complete the same in time and send the report back to the complainant.
- To carry out the physical check of all the buildings and other campus area and note down the maintenance required.
- Prepare the Purchase Requisition for required material with quotations at least from 3 vendors and put up for approval.
- Receive the good quality of product and supervise the work to avoid misuse of material and obtain better quality work.
- To supervise new construction, fabrication or any development work as per the drawings and guidelines of the Management.
- Receive the complaints related to all civil work from various Departments and obtain requisition slip.
- Enter Requisition Slip in the complaint register and forward the same for approval. Assign the work to the concern person and complete the same in time and send the report back to the complainant.



1. Policy and Procedures for Classroom and Laboratory maintenance

- Charge of maintenance of the respective classroom and / or laboratory is handed over to respective heads.
- Head of concern will look after its maintenance with a well-documented process.

2. Policy and Procedures for allocation of administrative wings and Cabin and it's Maintenance.

- Responsibility of maintenance of Academic wings and Cabin is handed over by Principal to respective in-charge.
- Head of concern will look after maintenance with a well-documented process.

3. Policy and Procedures for maintenance of Sports facilities.

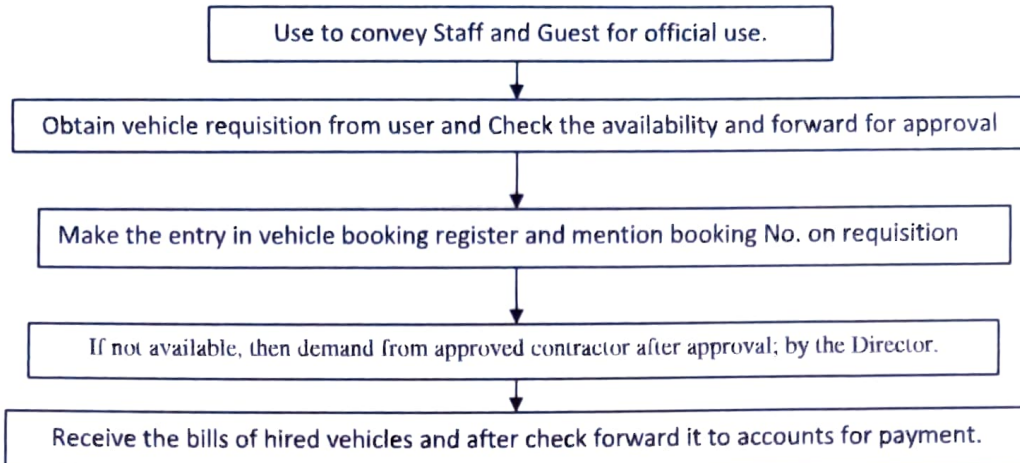
- Responsibility of Maintenance of ground and sports equipment is handed over to sports director of the college.
- Physical check of sports ground and equipment is done by sports director and it is brought to the notice of Principal.
- Necessary action is carried out afterwards.

4. Plumbing Maintenance: By Estate Supervisor & Plumber

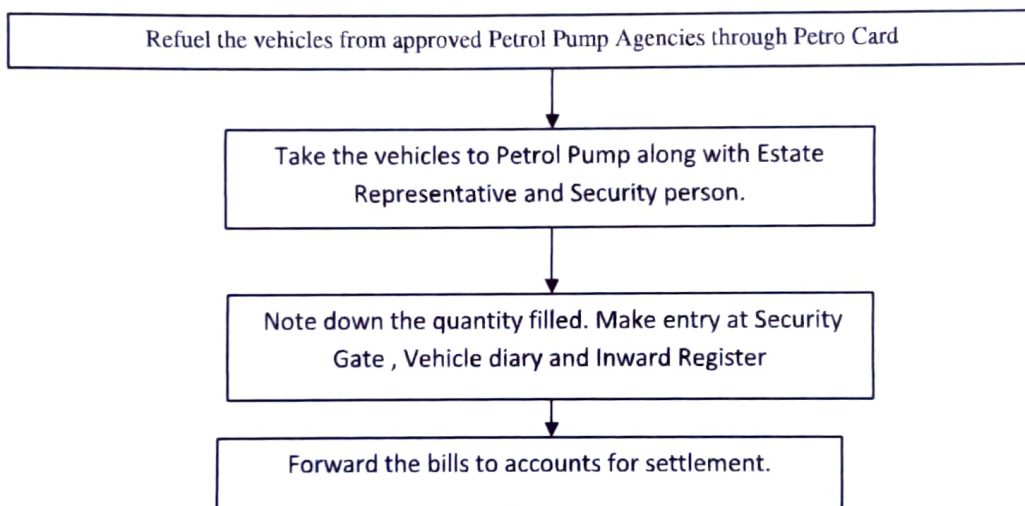
- To visit all the washrooms and toilets of college campus and note down the repair work
- Prepare the Purchase Requisition for required material with quotations at least from 3 vendors and put up for approval.
- Receive the good quality of product and supervise the work and complete the same in time.
- To supervise new plumbing work as per the drawings and guidelines of the Management.
- Clean all water coolers twice in a week and maintain the record accordingly.
- Attend the complaints related to all Plumbing work received from various Departments and resolve the same in time.
- Receive the complaints related all plumbing work issues from various Departments and obtain requisition slip
- Enter Requisition Slip in the complaint register and forward the same for approval. Assign the work to the Plumber and complete the same in time and send the report back to the complainant.



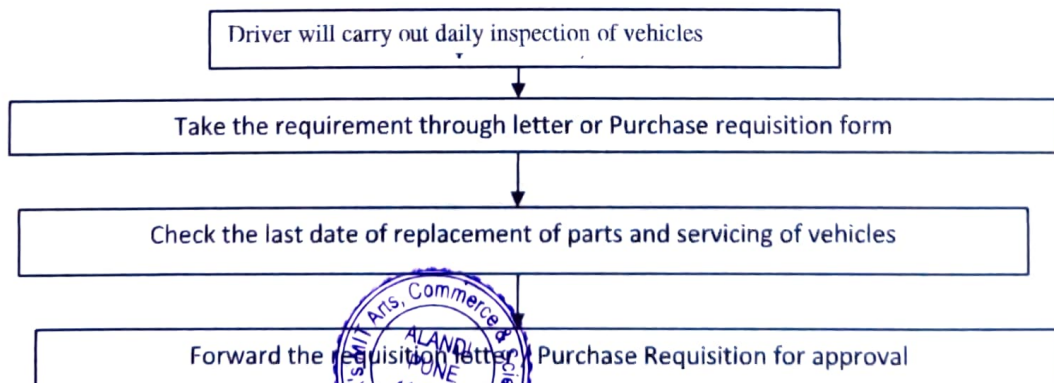
Light Vehicle Sumo

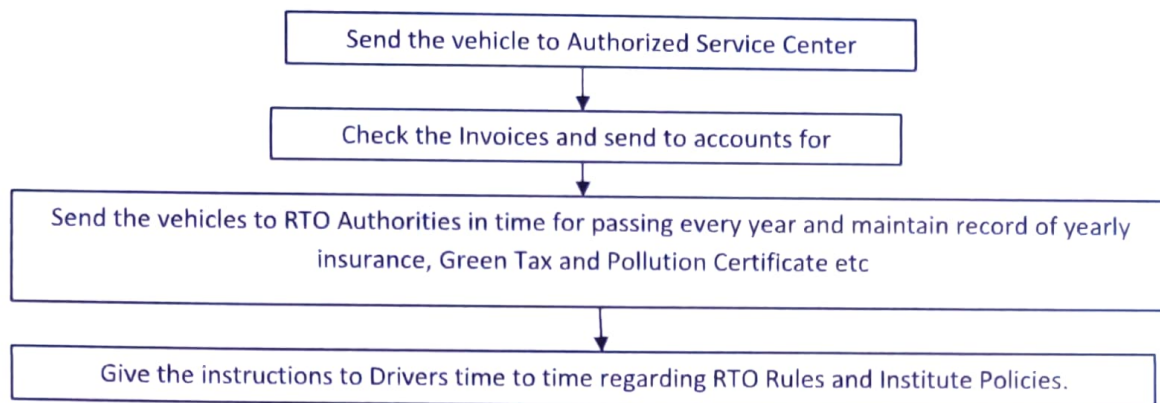


Refueling of Vehicles

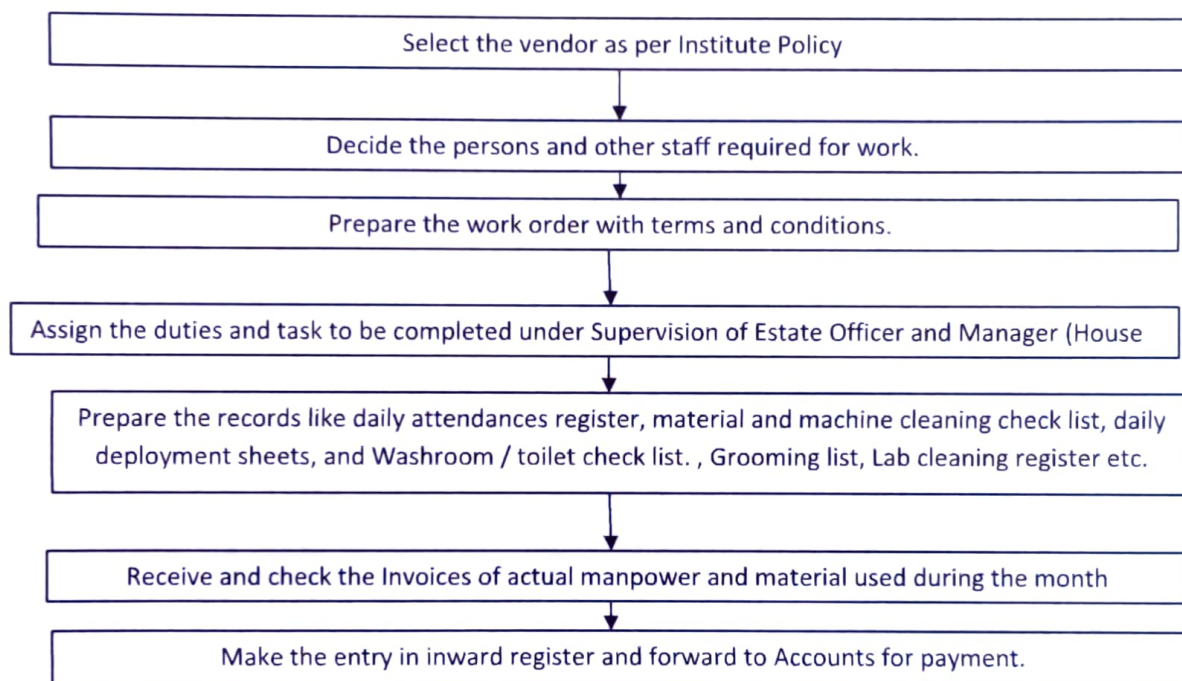


Maintenance of Vehicles

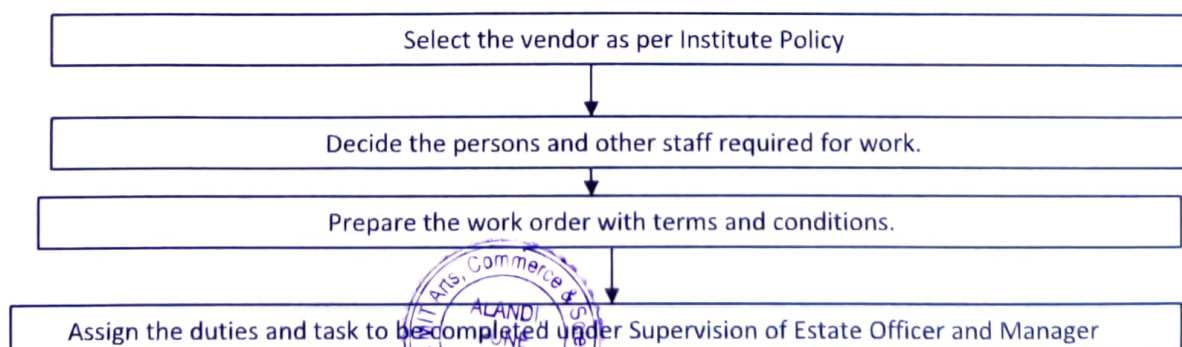




(b) House Keeping



c) Gardening



Prepare the records like daily attendances register, material inward and outward register, Gardner deployment of Stock register / work register

Receive and check the Invoices of actual manpower and material used during the month

Make the entry in inward register and forward to Accounts for payment.

(d) Security

Select the vendor as per Institute Policy

Decide the persons and other staff required for work.

Prepare the work order with terms and conditions.

Assign the duties and task to be completed under Supervision of Estate Officer, Manager (Security) and Supervisor (Security)

Prepare the records like daily attendances register, material inward and outward register, Key Issue Register, Staff In-out register, Visitors In-out Register, Occurrence Register, Guard Training / briefing Register, Students I card Check Register

Receive and check the Invoices of actual manpower and material used during the month

Make the entry in inward register and forward to Accounts for payment.

(B) Infrastructure and Maintenance

(a) Plumbing

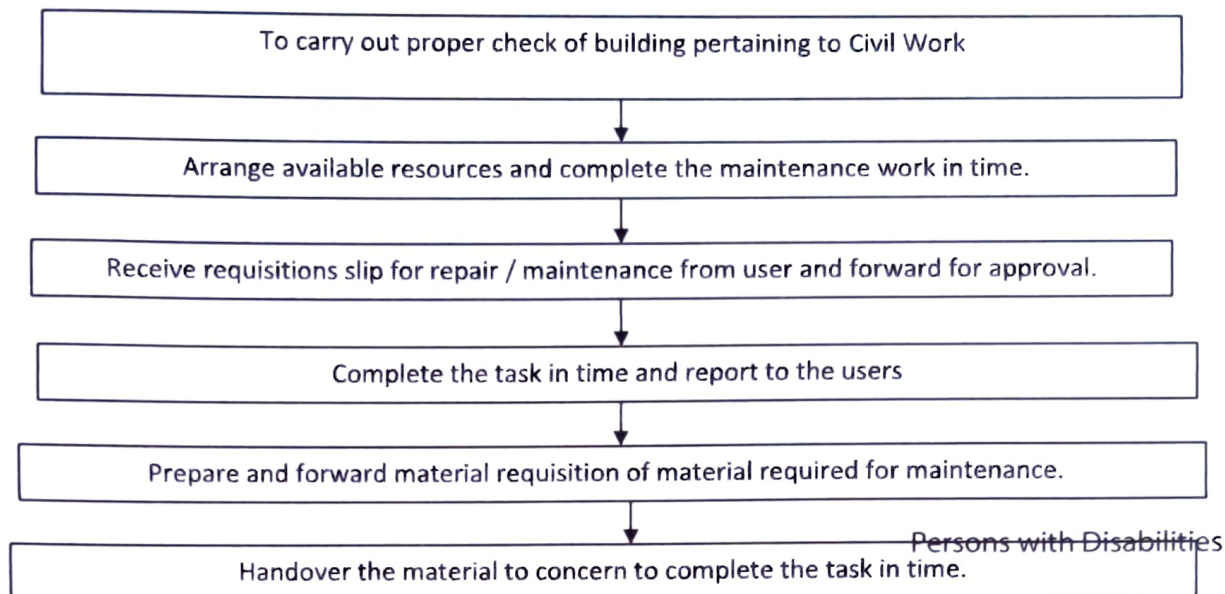
Report on site in time daily and to carry out proper check of all toilets and wash rooms, all water pipe lines and sewages lines

Check and clean all water coolers twice in week.

Check and clean all underground and overhead water tanks quarterly through approved

Report to Estate Officer daily and forward requirement of material if any


(b) Civil and furniture / fixture Work




❖ Store Format & Register Numbers for NAAC.

1. Material Inward Register - Register No - MAEER's/ MIT ACSC/ Store/01
2. Receipt & Issued Register - Register No. - MAEER's/ MIT ACSC/ Store/02
3. Vehicle Booking Register - Register No. - MAEER's/ MIT ACSC/ Store/03
4. Budget Register - Register No.- MAEER's/ MIT ACSC/ Store/04
5. Bill Passing Register - Register No. - MAEER's/ MIT ACSC/ Store/05
6. Purchase Order Allotment Register - Register No.- MAEER's/ MIT ACSC/ Store/06
7. Approved PO Send to Accounts - Register No.- MAEER's/ MIT ACSC/ Store/07

Prepared & Reviewed By:-


Mr. Sandeep Bohinkar
Registrar & Head – Account
MIT ACSc College, Alandi(D).

Approved By:-


Dr. B.B. Waphare
Principal
MIT ACSc College, Alandi(D).

