

Aundh Shikshan Mandal, Aundh

**Raja Shripatrao Bhagawantrao
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॥ शील-शरीर-अध्ययन ॥

Policy and Procedure

Physical and Academic Facilities

Utilization and Maintenance Policy

Aundh Shikshan Mandal's

Raja Shripatarao Bhagwantrao Mahavidyalay, Aundh.

1. Policy on Use of Facilities

Purpose of Policy:

Physical and academic facilities policy helps to utilize all facilities for educational, research and administrative activities properly. For efficient use of facility, coordination of facility allocation is essential. The policy helps to create a framework for the optimum use of physical facilities. Policy document is framed to provide direction to the college for the use of facilities. This policy guides in the following:

- (1) Establish proper procedures to make use of physical and academic facilities.
- (2) To schedule various activities.
- (3) Increase the degree of communication and coordination among the stakeholders for efficient and effective scheduling of college facilities.
- (4) To create awareness among stakeholders regarding use of facilities.
- (6) This policy is applicable to facilities in the main campus

Scope of this Policy:

This policy is intends to cover facilities on College buildings/locations:

- Academic and Administrative Offices
- Classrooms/Seminar Room
- Gymnasia and Indoor sports facility
- Library and Study room
- Staff Meeting Rooms
- Laboratories
- College garden
- Common Space
- Storage Space

Statements:



- College community includes students, staff, auxiliary services, student association, and Alumni association.
- Facility: Facility means building, laboratory, library, sports facility, gymnasium, equipment, furnishing, parking shed etc.
- Equipment: include sports equipment, laboratory equipment, computers ICT and other miscellaneous equipment.
- Event: includes meetings, student and faculty functions, extension activities, co- curricular activities.
- College Premises: includes college land area and buildings.
- Moveable Equipment: Such equipments can be moved from one place to other for the use purpose and bring back to its place.
- Acquisition Value: Basic purchase cost of an equipment and entered in dead stock register.
- Perishable items: Items like wires, glassware, chemicals, papers, etc.

User Categories:

- 1) Internal User: Departments, office, committees, teachers, students, non-teaching staff.
 - 2) External Users: Government and non-government organizations, alumni etc.
- Furnishings: includes classroom tables and benches, laboratory tables and storage, file cabinets, bookcases, office tables, furniture etc.

Activity and Event Categories

- Academic classes: Classroom lectures, laboratory practical sessions, guest lectures, student seminars, etc.
- Academic activities: Any program, meeting, or activity related to the delivery of curriculum.
- Organized event: Extension activities, sports events, cultural programs and competitions.

Classroom Assignment and Utilization

Overview:

Class schedule enables students to attend classes and produce their schedule accordingly. The policy helps the college to use institutional resources efficiently. It also guides to start new courses and programs. Most of the classrooms are used for variety of tasks.

Assignment of Classroom Space

The classroom allotment is done by time table committee. The time table is prepared by time table committee. Time-table committee takes according to the strength of class. For classroom instructions time-table is necessary. Standard time-table enables students and faculty to create their own schedule.

The standard schedules are:

- Arts and Science undergraduate classes are scheduled from 11.00 am to 2.20 pm from Monday to Saturday every week.
- Science practical sessions are scheduled from 7:40 to 11:00 am and 2:30 to 5.50 pm from Monday to Saturday every week
- PG Arts classes from 11.00 onwards.

General Classroom Assignments:

Faculty with health issues is given priority to schedule their classes at appropriate classrooms. The classes for "Divyang" students allotted which are easily accessible.

Academic Activities scheduled in classrooms:

Sometimes academic events like students' programs, guest lectures, placement activity, science exhibitions, etc. conducted in the classrooms with prior permission of Principal.

Laboratory space Utilization and Assignment:

Overview

In the laboratory scientific or technological research, experiments, and measurement may be performed in a controlled conditions. In the college laboratories practical sessions are conducted which require special equipment, experimentation, observation by the students. The college has Physics, Chemistry,



Botany, Zoology, Statistics, Mathematics and Geography laboratories. Batch-wise practical sessions are arranged in the laboratories.

Assignment of Lab Space

Time schedules of the laboratory is prepared by head of departments and conveyed to time-table committee. Batch-wise time schedule is prepared by the time table committee and conveyed to head of the department. A part of laboratory space is allotted by the head of the department.

Standard Class Times and Days

For optimize lab utilization standard time-table for practical sessions is essential. . The time table committee allots practical batches according to rules of batches by UGC and Government of Maharashtra. The time table committee prepares schedules of practical sessions with start and end times on every day of the week.

Standard time schedules are:

Classes Time schedule: Theory Practical Undergraduate (Arts and Commerce) 7.40 am to 11.00 pm - Postgraduate (Arts and Commerce) 11.00 onwards - Undergraduate (Science) 11.00 am to 3.27 pm 7.40 am to 11.00 am 2.30 pm to 5.50 pm

Research Space

Research space is provided to faculty members doing research activities or projects. Research space is allocated in the department. Laboratory infrastructure is providing to faculty who are undertaking research projects funded by UGC. The criteria followed to use research space include:

- Number of research guides and research scholars are working under their guidance.
- Funds received from UGC and what types of equipments to be purchased.
- Allocation of space according to availability of space and periodical review of space allotted.

Administrative Office space:

Administrative office space or rooms or cabinets are assigned to administrative and support staff contains furniture and other equipment. This include Principal's cabin, rest room, Head of departments, Librarian, Physical director, administrative staff and office space. Administrative space allocation depends upon individual need and type of work assigned to them.

Administrative Office Space Assignment policy

- Office space is allocated to administrative staff, head of department, librarian and physical director as per need.
- Office or cabinet to each department is allocated by the principal. Cubicles space in the department is assigned to each faculty members by concerned heads.
- Office to Head clerk and other administrative staff is allocated by the Principal.
- Office space will not be assigned to external organizations without prior permission of Aundh Shikshan Mandal, Aundh.

Storage Space

Storage space is required to maintain old account books, admission documents, and administrative files. Storage cabinets are useful to store these materials. The documents will be classified and stored in cabinets. Storage space in the department is provided by concerned head of the department.

Common Space

Common space is allocated for various activities such as wallpaper exhibitions by departments, extension activities, alumni meets, and cultural activities, etc. Principal gives permission to organize these activities without disturbing academic classes.

Space Assigned for Academic Activities and Extension Activities:

Overview

Various academic activities are conducted for effective delivery of formal curriculum. The activities like, guest lectures, seminars, science exhibitions, geography week are arranged by different departments for students. These



programs enable students to understand recent developments in the subject. The space is allotted to such activities as per strength of students participating in it.

Seminar Hall

The seminar hall is allotted according to need:

- (1) Workshops/Conferences /Seminars organized by departments
- (2) Guest lectures for students
- (3) Guest lectures for faculty and administrative staff
- (4) Lectures by faculty to students
- (5) Extension activities
- (7) External users use hall with prior permission of the Principal of the college.

Space Allotment for External Users

The space is also allocated for following activities:

- (1) Classrooms for Competitive exams by government organizations Competitive Examination Guidance centre.
- (2) Meeting rooms for alumni meetings.

Library Space Utilization and Assignments:

Overview

Library space is divided into four parts: study room, stack room, resource room, and study service. Study room is used by students in a allotted time. Space for stacks is used to arrange collections of books, references and other educational materials which is used a study resource. The library space also includes computers, CD and DVD which can be used as learning aids. The library space is open all academic disciplines.

Library space Users

Library facilities are given to enrolled students, faculty and staff of the college. The facility is also available to trustees and members of Aundh Shikshan mandal, Aundh. (ASMA) External users like alumni, parents and others can use library

facility with prior permission of the Librarian. The schedule for study room is prepared by the librarian. The students are allowed to use study room when his or her academic classes are off. It remains open after regular classes.

Sports Facilities

Rules for the use of Sports Facilities are prepared by the college. The aim is to provide proper space for internal and external users of college sports facilities. The college authority has the right to modify the rules if necessary. All sports facilities available in college are used for sports training of students, sports competition, recreation, etc.

Gymnasium

Gymnasium rooms are available for gents and ladies students. Badminton court, Table tennis, spacious open ground is available in the college. The gymnasium facility is used by enrolled students, faculty and staff and members of ASMA. The schedule of gymnasium is prepared by Physical Director in consultation with Gymkhana committee and the Principal of the college.

Fitness rooms: Rules of gymnasium room are as below:

- Internal users are trained to use the fitness equipment.
- User of fitness equipment have to sign in register.
- User of equipment has to be in a proper kit like shorts, T-shirts, sports trousers and sport shoes.
- without permission, food and beverages are prohibited in gymnasium.

Courts: The College has badminton court, Kabbadi and Kho-Kho court. Rules of utilization of courts are as below:

- Kabbadi and kho-kho, cricket facility is available to internal users and S. S. High School and R. B. Junior college run by ASMA.
- Badminton court facility is used by only internal users.
- The sport materials taken for practice should be returned to the physical director in a given time. College sports facilities are used by external users when there are inter collegiate, university level or other sports competitions.



EQUIPMENT

College Equipment

The equipment such like computers, LCD projector, printers are advised to be by trained personnel. External hired technicians make arrangement of such equipments and make setup as per the suggestions of the users.

Laboratory Equipment

The college owns equipment purchased by using different funds of the college. The equipment are purchased for practical and research work by and are submitted to concerned departments. Concerned Departments have responsibility of maintenance and control of the equipment in their custody. Head of the department has an authority to distribute the equipment to faculty. Responsibility of Head of the department is:

- (a) To collect and convey accurate information regarding equipment status and condition to the authority.
- (b) To take initiative for the purchase of equipment by submitting the list of required equipment to competent authority
- (d) Authority checks the list put before Sanstha for permission to purchase equipment.
- (f) After purchase of equipment, entry is done in dead stock register with the help of Lab assistant.

Equipment purchased under Research grants

Research projects are sanctioned to faculty by UGC and other agencies. Principal Investigator (PI) initiates request authority for the purchase of equipment. The PI has to take all required approvals for equipment purchase from authorities. The PI is responsible for:(a) Maintenance of purchased equipment for research project; (b) Permissions before locating the equipment, and (c) To store equipment properly.

Equipment Disposal/ Write off policy

The concerned head of the department make a list of disposable equipment and submit to the office before CDC meeting. After sanction of such list by CDC such

proposal is be sent ASMA and after ASMA's approval equipment will be written off from the dead stock register.

2. Maintenance Policy

Purpose:

The objective of the policy is for maintenance of college building, ground, laboratory equipment, furniture, library and sports facility.

Policy:

1. To observe maintenance of college owned building and equipments on periodic basis.
2. To identify maintenance needs to take proper action in time.

Routine maintenance

Classrooms, offices, porch and stairs are cleaned by sweepers. Windows are cleaned periodically. Regular peons cut grass, trim trees and maintain garden. Hired electrician for maintenance purpose has following responsibility:

- Minor repair of classroom and laboratory fans.
- Maintenance of electric meter room and batteries of UPS.
- Replacement of electrical wiring.

Building and Physical Infrastructure

- Regular maintenance of college buildings, grounds and protection and safety of the college assets is essential.
- Exterior and interior painting of the building is decided by the college Principal and conveyed to Management of the College.

IT Infrastructure and Electrical Maintenance and Replacements

The college has made an agreement with computer technician and electrician for daily technical needs. As per the requests of Head of Departments, faculty and staff to the Principal, computer technician looks after maintenance of IT resources. Electrician looks for replacement or fitting of light tubes, bulbs, switches, MCB



boxes after the suggestions of the Principal. The hired plumber looks after the maintenance of water supply and pipe fittings. The maintenance of major problem is done through following procedure:

- 1) If there is major purchase of computer hardware, necessary permission must be taken from ASMA.
- 2) Repairs of printers should be made with prior permission of ASMA.
- 3) With prior permission of ASMA, the batteries of inverter may be replaced.

Maintenance of Laboratory Equipment:

The objective of this policy document is to provide maintenance of all types of equipment held in the departments. Maintenance policy looks to keep all equipment in good condition so as to acquire good results. Head of the department prepares a list of equipment to be purchased at the beginning of academic year and submit it to IQAC. Equipment needs are reviewed by IQAC and prioritized for approval of ASMA. After approval from ASMA authority, quotations are invited from vendors. After receiving quotations, purchase orders are given to those vendors who supply material in reasonable rates. After the purchase, head of the departments inspects the materials and equipment to ensure quality and safety standards as per requirement. Heads and faculty in the departments are responsible for proper use of equipment. If minor maintenance of equipment is necessary, head of department will look into matter personally. If there is major maintenance, technicians must be called by head of the department. The cost of repair is taken from technician and submitted to the principal. The principal will put before management of ASMA and necessary permission will be taken for maintenance. After permission from ASMA, the technician will repair the equipment and after inspection of repairing, the payment will be given to the technician. If it is necessary to move equipment from campus for repair or maintenance, the permission must be taken from the principal by the respective head of the department.

Maintenance of Furniture and Fixtures:

The Principal takes feedback from faculty and staff regarding requirements to maintain existing classrooms. The items like blackboards, fittings and furniture may be identified and renewed from the ongoing budget.



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