Rayat Shikshan Sanstha's

KarmaveerBhaurao Patil College, Vashi, Navi Mumbai

[Autonomous]

Policy Document on

Utilization and Maintenance of Physical And Academic Facilities

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1. Facilities Use Policy

Purpose / Reason for Policy

This physical and academic facility policy provides the basis for equitable allocation and efficient utilization of facility based on the critical needs of educational, research and administrative activities. This will result in a quality learning and working environment for students, faculty and staff. Central coordination of facility allocation will ensure that facility is used effectively and efficiently. This policy also provides a framework for the optimal use of physical assets as well as regular review of the College's space needs.

This policy document is designed to provide guidance to the College and the community for the use of College facilities. This guidance will:

(1) Establish standard procedures for the use of physical and academic facilities.

(2) Properly schedule all types of activities without any hindrance.

(3) Provide a consistent, effective and efficient approach towards scheduling and usage of facilities.

(4) Increase the degree of communication and coordination among the stakeholders for efficient and effective scheduling of college facilities.

(5) Increase the awareness among stakeholders towards facility use for activities and events to be organized in the college.

(6) Optimize the use of college facilities.

This policy is intended to cover the following types of facilities on College owned buildings/locations:

Scope of this Policy:

This policy is intended to cover the following types of facilities on College owned buildings/locations:

- Academic and Administrative Offices

- Classrooms/Seminar Rooms

- Resource Rooms

- Gymnasia and sports facility

- Library and Study room

- Meeting and Conference Rooms

- Academic and Research Laboratories
- College garden
- Common Space
- Storage Space

Definitions

College community: College community includes (a) students who are enrolled in the College,

(b) Staff who are working in the college, (c) Auxiliary services, (d) the Student association, and (e) Alumni association.

Event: Event refers to planned meetings, student and faculty functions, extension activities, Co-curricular activities.

Facility: Facility refers to building, any structure, laboratory, library, sports space, gymnasium, equipment, furnishing, parking space etc. present in the college campus.

Equipment: Items acquired by the college including, but not limited to, sports equipment, scientific and laboratory equipment, computers and information technology equipment, miscellaneous equipment.

Furnishings: Items acquired by the college including, but not limited to, classroom tables and benches, laboratory tables and storage, workstations, file cabinets, bookcases, office tables and furniture etc.

College Premises: This includes college land and buildings.

Acquisition Value: The original purchase cost of an equipment asset and entered in dead stock register, or the value assigned to an equipment asset acquired contribution or a transfer from an external or internal unit.

Perishable items: Items those are perishable like wires, glassware, chemicals, papers etc.

User Categories:

1) Internal User:

This refers to departments, office, committees, teachers, students on roll, non-teaching staff.

2) External Users:

This refers to government and non-government organizations, alumni etc.

Activity and Event Categories

1) Academic classes: This refers to classroom lectures, laboratory practical sessions, guest lectures on curriculum, student seminars.

2) Academic activities: This refers to any program, meeting, or activity that is not an academic class but it is directly related to the delivery of formal curriculum.

3) Organized event: Seminars and workshops with the help of funding agencies, extension activities, sports events, cultural programs and competitions.

Classroom Assignment and Utilization
Overview

Effective class and classroom scheduling is critical to the academic mission of the College. This scheduling enables students to attend classes they need and prepare their schedule accordingly. It also enables to arrange faculty to teach. This scheduling policy enables the college to utilize institutional resources efficiently. This policy also provides guide to start new courses and programs by taking into account the current utilization of space and availability of space for new programs. Most of the classrooms are general purpose classrooms, basic classrooms that are owned and managed by the college. These classrooms are specifically used for academic classes. This process is applicable to all departments that schedule classes on the college campus.

Authority for Assignment of Classroom Space

The classroom scheduling and utilization is decided by time table committee. The scheduling and utilization policy consists of a process of distributing classrooms for use in the upcoming semester based upon their distribution and use in a prior semester. Requirement of classrooms are decided by vice-principals on the basis of number of divisions and work load and conveyed to the time table committee. The time table is designed by time table committee so that the available classrooms are used optimally. Classroom use is the time in which the room is occupied for academic classes. No any classroom will be used for other academic activities or events during the hours of academic classes. Time-table committee will take care to allot classes ensuring that classes are placed in appropriately sized classrooms i.e. according to the capacity of classroom and student strength of class. Any difficulty observed by faculty or students should be discussed with chairman of time-table committee.

Classrooms can be used for other academic activities and organized events when there is no instructional schedule. Use of classroom for these activities must be made with prior permission of the authority.

Standard time-table for classroom instructions is necessary to optimize classroom utilization. Standard time-table enables students and faculty to create workable schedules. The college

schedules classes with specific start and end times on every day of the week. The standard schedules are:

> Arts and Commerce undergraduate classes are scheduled from 7:30 am to 12:48 pm from Monday to Saturday every week.

> Science undergraduate classes from 11:12am to 3:16 pm from Monday to Saturday every week.

> Science practical sessions are scheduled from 7:45 to 10:57 am and 2:51 to 6.06 pm from Monday to Saturday every week.

> PG science practical sessions are scheduled according to availability

> CS, IT practical sessions are scheduled from 8.33 to 11.48 am from Monday to Saturday every we.

> PG arts and commerce classes from 12.00 onwards.

General Classroom Assignments:

Faculty 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.

Academic Activities that are scheduled in classrooms:

Sometimes academic events like students' programs, guest lectures, placement activity, science exhibitions, poster presentations etc. scheduled in the classrooms. For such activities permission must be taken by organizers from the Principal of the college. Permission will be given to use the classroom so that it should not conflict with academic classes' schedule.

Utilization Policy of the Central Library:-

The college has a well-equipped, spacious and fully computerized library. The Ground Floor and First Floor of the building is utilized for the library purpose.

Library working hours:

Sr. No.	Day	Time
1	Monday to Saturday (All Working Days)	8.30am-5.30pm
2	Sundays (On Special	9.30am-2.30pm

	Request)	
3	*During/ Before Examination Days*	*7.30am-6.00pm*
4	*During Vacation*	*9.30am-5.30pm*

- The library is automated using indigenously developed MKCL's Liberia: Library Management System, integrated software with OPAC and bar code technology. OPAC facility is made available at various stations and on library portal of college website for searching the books to students andfaculty.

- To get maximum access and happenings more reading library have withdrawn the restriction of time table ofdays/class.

- Air-conditioned server (IT Zone) with an IBM server. Twenty-nine computers are networked(LAN) with the server for accessing e-resources and libraryOPAC

- Library has subscribed to INFLIBNET for N-List programme. It is database for more than six thousand e-journals of various subjects and more than one lakh sixty thousandeBooks.

- Inter Library Loan Service(ILL) is established with British Council Library, Mumbai, Tata Institute of social science Library, Devanar and local InstituteLibraries.

- Reprographic service for both internal and externalusers

- Book-Bank scheme are made available for thestudents.

- Every academic year to facilitate B. C. students, Central library regularly take the benefit of the B.C. Book-Bank Scheme of the University ofMumbai.

- Online/e-library portal is established on college library website. i.e. www.kbpcollegevashi.edu.in. There are more than 150 scholarly literature links which includes competitive examination Guidance, Employment Zone, Syllabus & question papers. Some important links are with their e-resources.

- To inspire and inculcate the reading habits in the mind of students 'Best Reader Award' is given on Prize Distribution Day yearly.

  To get utmost access & use of Library Holdings, OALS (Open Access Library System) is used from the academic year 2015-16. This OALS Project is our ambition & optimum utilization of space in the library has successfully achieved. Library has utilized complete space for storing the holding & producing healthy reading space with attractive personalized seating arrangement which is divided into Arts,

Commerce &Science, IT/Computer Section & free internet section. Organization of the store walls & shelves in wooden furniture is made around the walls of the three halls & integrated porch of three halls with seven feet height. Remaining space in between the halls is utilized for personalized reading of students & teachers. They can use the resources in self-mode.

Ground floor is used for Textbooks Section of all streams & departments (Stack Section), Circulation Section (Four Counter Stations), Periodicals & Journals Section (Research Reference Section), Reprography Section and Cabin of the Librarian. At the entrance, User Tracking System has been installed. New Arrival Showcase is made available in front of the library door. In the porch & also in the library, notice boards & suggestion box are made available for the users. Book drop box facility has been provided in the porch.

First floor is utilized for Reference books of Arts(Humanities & Social Science Reference Collection), Commerce (Commerce & Management Reference Collection) & Science Reference collection with individual reading carrels separately. OPEN ACCESS LIBRARY SYSTEM (OALS) is available at these three sections to students and faculties for self-study facility. Separate Free Internet Section with gallery of the KarmaveerBhaurao Patil, Dr. Babasaheb Ambedkar, Dr. A. P. J. Abdul Kalam has been created for the users. Two Circulation Counters & User Tracking System are made available also on the first floor. Newspaper Section, Newspaper Stand, New Arrivals Display Stand, Property Counter are made available for the users.

Maintenance Policy of the Central Library:-

The library is cleaned regularly. The dust on the books & book shelves has been cleaned using vacuum cleaner. Pest Control is applied once a year. Asphalt tablets are kept in bookcases. Books are arranged according to the 'Dewey Decimal Classification' method to save the time of the readers & the library staff. CCTV Cameras have been installed to monitor every section of the library. To keep a record of the readers who came to the library 'User Traking System' has been installed in the text book section as well as in the OALS section.

According to the book weeding out policy & in order to enrich the library collection, the process of removing old(unusable) & torn books, books which have been reduced from the syllabus from the library is done regularly. Bound volumes of the journals are created every year. Torn but useful books are bound. If there is any repair in the library computers, Printer. Fans, AC's etc., it is done in time. Books are purchased according to the principles of the

books selection as well as keeping in view the needs of the readers. The needy, poor & budding students of the college are provided the opportunity to work under the 'Earn & Learn Scheme' as per the need to carry out the day-to-day work of the library properly.

Sports Facilities

The Sports Facilities Rules designed by the college aim to serve as general guidelines to internal users and external users and source of information 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.

Gymnasium

Two separate fitness rooms are available for gents and ladies. Badminton court, Table tennis, basketball courts are available in the college. Authorized users for the gymnasium facility are current students, faculty and staff on roll and members of PDEA. Gymnasiums are fully equipped. The schedule of gymnasium is decided by Physical Director in consultation with Gymkhana committee and the Principal.

Fitness rooms:

Rules for use of gymnasium are as follows:

☐ Only those internal users who have been trained to use the fitness equipment, and are able to provide fitness training records are allowed to use the Gym.

☐ Before using fitness equipment every user has to sign in register.

☐ Every user will use gymnasium facility for scheduled time only.

☐ Every user should wear proper attire during use of gym. Recommended attires include T-shirts, sports trousers and sport shoes.

☐ Without special approval, food and beverages are prohibited in gymnasium during sports events, practices.

☐ Any user should be courteous to other users by limiting his/her exercise at a single station as well as should finish his workout in limited time so that others will get time to workout on station.

☐ If weights, pulleys and other parts of stations are jammed, user should not try to repair it. Bring it to the notice of physical director.

☐ To avoid any injury, users should use stations properly.

☐ Use of plastic bags is prohibited in the gym.

Courts:

The college have badminton court, Kabbadi and Kho-Kho court.

Rules for use of courts are as follows:

☐ These facilities of kabbadi and kho-kho .Basketball are available to internal users as well as users from adjacent colleges

☐ Internal user should adhere to schedule prescribed by the college so that it should not disturb the classes of College

☐ Badminton court facility is available to internal users only. This facility should not be used by users during academic classes' time schedules.

☐ Users should use non-marking athletic shoes on court floor during practice and matches.

☐ Users should not hang on basketball rings or badminton polls and net.

☐ Users should take care of their own belongings and safety during the use of the sports facilities. College will not be responsible for it.

☐ All the materials taken for practice should be returned in time to the physical director.

College sports facilities are made available for external users when there are inter collegiate, university level or other sports competitions.

EQUIPMENTs

College Equipment

The college owned equipment such as computers, LCD projector, printers, audio-visual are to be operated only by properly trained personnel who are authorized by the College. For computer and LCD Projectors college has appointed computer technician. Audio amplifiers and speakers are operated by an appointed electrician. Internal users requiring the use of college equipment shall request these services when reserving the facilities. Technicians will make arrangement of these equipments and will make setup at the appropriate places as suggested by users. If an authorized technician is unavailable, the use of this equipment will be denied.

Laboratory Equipment

The college is the owner of all equipment purchased using different funds of the college. For practical and research work equipment are purchased by the college and given to the departments. Custodial Departments have primary responsibility for the care, maintenance,

physical inventory, and control of the equipment in their custody. Head of the department has authority to allot the equipment to internal users. Head of the department will see that the sufficient equipment will be available for practical sessions and research work from the available equipment in the department. Head of the department ensures that:

(a) With the help of faculty in the department provide accurate, timely, and complete information regarding equipment status and condition (e.g. acquisition, loss, movement to a new location, obsolescence) to the competent authority;

(b) Find the requirement of the equipment for practical sessions and research.

(c) Initiate the purchase of equipment by placing the list of required equipment to competent authority

(d) Authority will check for funds availability and verify that the purchase is allowable;

(e) Upon receipt the equipment, thoroughly inspect all equipment to ensure that it is as ordered and undamaged.

(f) After purchase of equipment assign proper object codes to equipment and enter it in dead stock register with the help of Lab assistant;

(g) Participate in the performance of the physical inventory and system audits by identifying the equipment items;

(h) Participate in researching and resolving equipment issues;

(i) Bring immediately to notice of authority if there is damage or theft of equipment.

The physical inventory is performed by HOD with the help of laboratory staff on a biennial basis to verify the condition, location and usage of equipment owned by the department.

Equipment purchased under Research grants

Research projects are sanctioned to faculty members by different funding agencies like UGC, DST, Principal Investigator (PI) whom funding agencies sanctioned the project is authorized to initiate requests for the purchase of equipment for his/her project. The PI should ensure that all terms and conditions are followed while acquisitions of equipment and should take all required approvals for equipment purchase from authorities. The PI is also responsible for (a) the cares and maintenance of all purchased equipment for research project; (b) appropriate permissions before relocating the equipment, and (c) Notifying the authority of any changes with respect to condition, location, loss, or damages to the equipment as soon as it occurs. When any equipment is temporarily not in use, but will be used in near future for research, the PI must ensure that the equipment is stored properly. The movement of equipment from

college campus to an off-campus sites is not allowed unless PI granted the permission by funding authority or by Pune District Education Association. If permission is given for off-campus movement of equipment, Head of concerned department and the PI must address the asset record to reflect the movement. When PI is transferred from the college to other colleges run by PDEA during research project time period, permanent movement of equipment to that college is allowed with prior permission of funding agency and PDEA.

Equipment Retirement/Disposal policy

In case of disposal of any equipment from the department's dead-stock register, concern head of the department make a list of such equipment and submitted to the to the office before CDC meeting, after sanctioned of such list from CDC such proposal sends to PDEA and after PDEA's sanctioned respective equipment will be removed from the dead stock register.

2. Maintenance Policy

Purpose:

The purpose of this policy is for maintenance and upgrading College building, ground, laboratory equipment, furniture, library and sports facility.

Policy:

1. Perform maintenance of college owned and controlled assets on periodic basis to keep assets functional.

2. Identify potential maintenance requirements early within the context of the planned maintenance so that corrective action may be planned.

3. Develop a plan for continuous evaluation of college campus facilities to ensure that college facilities are up to date and ready to use.

Routine maintenance

Classrooms, offices, corridors, entrances, and stairs are cleaned on day-to-day basis for which sweepers are appointed. Restrooms are cleaned and serviced daily by the appointed sweepers. Windows are cleaned periodically. The staff are provided to remove rubbish, cut grass, trim trees overhanging buildings, tend gardens and assist with constant upgrading of college ground. Electrician appointed for maintenance purpose has following responsibility:

☐ Supply and fitting of light tubes and bulbs

☐ Minor repair of classroom and laboratory fans.

☐ Replacement of electrical wiring.

☐ Maintenance of electric meter room and batteries of UPS.

Building and Physical Infrastructure

☐ Protection of the colleges assets and safety of college staff and students requires a regular cycle of upkeep of college buildings and grounds.

☐ Exterior and interior painting of the college building is scheduled on a cyclical basis. Whenever necessity arises to avoid deterioration of facilities the painting is done on priority basis. This one is decided by the college Principal and conveyed to Management of the College.

☐ Renovation, alteration, and improvement of the existing academic, research, and support buildings as required to accommodate new or reformed programs is decided by the Principal in consultation with concerned head of the program. The requirement for this is made to Management of the college and after their permission the work is carried out.

IT Infrastructure and Electrical Maintenance and Replacements

The college has appointed one computer technician and one electrician for to day-to-day technical needs as well as replacement and repair requests. The requests come from Head of Departments, faculty and staff in the form of phone calls or in personal communication. Requests are taken care immediately, wherever possible. Computer technician looks after maintenance of IT resources like computers, printers, replacement of tonners, software problems, networking problems. Small type of replacements in the computers made by the technician. Problems regarding electrical wiring, new electrical connections in college as well as departments are handled by electrician. Electrician is also responsible for replacement or fitting of light tubes, bulbs, switches, MCB boxes. Technicians are available throughout the day.

If the problem is major, it should be brought to the notice of principal. The maintenance of major problem is done through following procedure:

1) If there is need to change motherboard of the computer, necessary permission must be taken from PDEA.

2) If the printer has to be serviced, it should be made with prior permission of PDEA.

3) If the complete electrical wiring has to be replaced due to short circuit or other problems, permission for the cost of this must be taken from PDEA.

4) For replacement of electric meter permission must be taken from PDEA.

5) For replacement of batteries of inverter, permission must be taken from PDEA.

Maintenance of Laboratory Equipment:

This document provides policy for maintenance of all types of equipment held throughout departments. Maintenance policy ensures that equipment are always in ready and reliable condition as well calibrated to provide good quality outputs.

The requirement of laboratory equipment and software are requested annually as a part of the College budget process. Head of the department makes a list of equipment to be purchased in the year and submit it to IQAC. Equipment needs are reviewed by IQAC and prioritized for approval from PDEA. After approval from PDEA authority, quotations are called from vendors. After receiving quotations, comparative charts are made and purchase orders are given. When equipment is received, head of the departments are responsible for inspecting materials and equipment to ensure quality and safety standards as per requirement and their intended use.

Heads and faculty in the departments are accountable for proper use of equipment. If maintenance or repairing of equipment is necessary, head of department will take care of this. If there is replacement of small part of the equipment, head of the department will make arrangement for that. With the help of laboratory assistant and attendant, the part with cost less than Rs. 1000/- will be purchased and replaced. The cost of this replacement can be done through advances taken for the local purchase from college office.

If there is major maintenance and repair first technicians must be called by head of the department. Proper cost of repair and maintenance must be taken from the technician. Then that must be submitted to the principal. The principal will communicate with PDEA and necessary permission will be taken for maintenance. After getting permission the vendor or technician will repair the equipment and after inspection of repairing the payment will be made to the vendor or technician.

If there is necessity to move equipment out of college campus for repair or maintenance, the permission must be taken from the principal by head of the department.

Maintenance of Furniture and Fixtures:

The college authority seeks feedback from faculty and staff regarding their requirements to ensure that we maintain existing classrooms. As part of this, items such as blackboards, fittings and furniture may be identified and renewed as part of the on-going periodic budget.

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