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Pune District Education Association's

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Physical and Academic Facilities

Utilization and Maintenance Policy



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 applies only to the use of those facilities located on the main campus

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
- Gymnasias 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.

Moveable Equipment/Asset: Assets that are not permanently affixed to building so that the asset can be removed and moved from one place to other without costly or extensive alterations or repairs of the buildings. These assets can be used after movement or relocation.

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 that 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 enable 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 7:45 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
- BBA,BCA practical sessions are scheduled from 8.33 to 11.48 am from Monday to Saturday every week.

- BBA,BCA classes from 12.00 to 3.28 pm from Monday to Saturday every week.
- 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.

Laboratory space Utilization and Assignment:

Overview

A **laboratory** is a space of building or facility that provides controlled conditions in which scientific or technological research, experiments, and measurement may be performed. College laboratories are rooms used primarily for formally or regularly scheduled practical classes that require special purpose equipment, experimentation, observation by the students. The college has Physics, Chemistry, Botany, Zoology, Computer Science, Statistics, Electronics, Food Science and Technology, Geography and Psychology laboratories. The students are divided into batches and practical sessions are arranged batch-wise.

Authority for Assignment of Lab Space

Availability of time schedules of the laboratory is conveyed to time-table committee by head of departments. The time schedule of the batches is decided by the time table committee and conveyed to head of the department. The schedule of laboratory is decided by time-table committee with the help of head of the departments in such a way that the laboratory is used optimally. Departments are encouraged to assign and configure assigned laboratory space to maximize utilization and align use with the Faculty’s academic goals. Head of the department allots part of laboratory space to each batch, when there are more than one batches at the same time. The head of the department should adjust space in such a way that there should not be dispute between practical In-charge of different batches. In addition to practical sessions, the laboratory space is used for research purposes by faculty and students. Head of the department will schedule time for the research purpose so that it should not conflict with practical sessions.

Standard Class Times and Days

Students have to attend practical sessions according to the curriculum of university. Standard time-table for practical sessions is necessary to optimize lab utilization. Standard time-table enables students and faculty to create workable schedules. The time table committee forms practical batches according to norms set by UGC and Government of Maharashtra for student strength in each batch. According to number of batches and availability of lab space the schedules of practical sessions are arranged. The time table committee (TTC) schedules practical sessions with specific start and end times on every day of the week. The standard schedules are:

Classes	Time schedule	
	Theory	Practical
Undergraduate (Arts and Commerce)	7.45 am to 12.48 pm	-
Postgraduate (Arts and Commerce)	12.00 onwards	-
Undergraduate (Science)	11.12 am to 3.27 pm	7.45 am to 10.57 am 2.51 pm to 6.06 pm

Postgraduate (Science)	8.30 am to 11.30 am 1.00 pm to 4.00 pm	8.30 am to 11.30 am 1.00 pm to 4.00 pm
Undergraduate (Computer Science)	11.12 am to 3.27 pm	7.45 am to 10.57 am 2.51 pm to 6.06 pm
Postgraduate (Computer Science)	8.30 am to 11.30 am 1.00 pm to 4.00 pm	8.30 am to 11.30 am 1.00 pm to 4.00 pm

Research Space

Research space will normally be allotted to faculty members undertaking research activities or research projects. Research space in the department is allocated for special equipment or laboratory infrastructure, research scholars under approved research guides, externally funded research projects, and the degree of research activities in the department.

The principles used to determine research space need will include

- The number of research guides and registered research scholars.
- The quantity of funds received from agencies and type of equipment to be purchased.
- Research areas of individual researchers and their degree of research activities.
- Availability of space in the departments

Research space allocations are flexible and are reviewed periodically. Research spaces are reallocated depending on changes in levels of research activity within departments, or by individual researchers.

This reallocation of space permits the college to meet the space requirements of new emerging areas of research, purchasing of new research equipment and reduce the space of research activities that have declined over the time.

Administrative Office space:

Administrative office spaces are rooms or cabinets assigned to one or more individuals on a regular basis containing furniture and other equipment and used by administrative and support staff. These include single or multiple-occupancy rooms for Principal, Vice Principal, Head of departments, Librarian, Physical director, administrative staff as well as rooms directly serving office space in this category such as conference rooms, file rooms, computer rooms for administrative use, waiting and reception areas, storage areas, private toilets, rest and changing rooms. Administrative space is allocated to individuals based on need; on the size and complexity of departmental operations.

Administrative Office Space Assignment policy

- Office space is a College property that will be allocated to administrative staff, head of department, librarian, physical director or committee as available, in a manner that best advances College priorities. No any individual “owns” the space to which it has been allocated.
- Assignment of multiple offices for faculty and staff is generally not permitted unless there is a true demonstrated need.
- Office to each department is allocated by the principal of the college. Cubicles space in the department is allocated to individual faculty members by concerned heads.
- Office to Registrar is allocated by the Principal. Offices to other administrative staff is allocated by the Registrar in consultation with the Principal.
- The college will ensure that all offices are occupied. When any office is left unoccupied for significant period of time due to sabbaticals or other leaves, the college may use this office for other purposes as need arises.
- If an office space remains underutilized; the head, registrar or administrative staff is required to provide justification for this.
- When offices are left unoccupied for significant periods of time, such as during sabbaticals or other leaves, Department should use these spaces to alleviate pressing space needs.
- If an office space remains underutilized for a period longer than one year, the Department will be required to provide a justification for maintaining use of the space.

- Office space may not be assigned to non-campus organizations without prior approval from Authorities of Pune District Education Association.

Storage Space

Storage space is required for office staff for storage of old account books, old admission documents, and other important files. Storage rooms are built by the college for storing these materials. The storage space is allocated to office staff members according to the need and importance of the material to be stored. The Registrar of the college has authority to allocate storage space in store rooms. The material will be classified and stored. Relocation of storage space is done by the registrar on the basis of need and request of staff.

Storage space in the department is allotted by respective head of the department.

Common Space

Common space present in the college is allocated to different activities such as exhibitions by departments, extension activities, alumni meets, and cultural activities. The common space is allotted to the activities with prior permission of the principal of the college. Permission is given to organize these activities when there are no academic classes. Common space is allocated to internal users only. The common space is not allowed to use for political purposes.

Departing Staff's office

It is obligatory for departing administrative staff, faculty to ensure that office furniture be left in place and office keys are returned to the authority. If permanent faculty or administrative staff member request for relocation of his/her office to the office vacated by departing staff, application must be made to the principal. The offices vacated by departing staff will be reallocated to other staff by the authority.

Space Allotment for Academic Activities and Extension Activities:

Overview

Different academic activities are organised in the college to support delivery of formal curriculum. Guest lectures, seminars, science exhibitions, management week, geography week, and other programs arranged by different departments for students. These programs are helpful for students to get knowledge or recent developments in the subject. For these activities space is required. The space is allotted to these activities on the basis of importance of the activity and number of students participated in it.

Conference room

Conference room is allotted to the activity by registrar of the college. It is allocated for following purposes.

- (1) Meetings of college development committee (CDC).
- (2) Meetings of IQAC
- (3) Faculty and staff meeting by the principal
- (4) Vivo-voce of PhD and M.Phil. students
- (5) Small training workshops for faculty and staff
- (6) Meetings of different college committees

Conference hall is equipped with LCD TV and projector, computer and internet facility. When the conference room is required for the different activities at the same time then priority will be given to the activity according to above list. Other activities will be organized in other rooms which are decided by the registrar.

Seminar Halls

The college have two fully equipped seminar halls. First seminar hall is located on third floor in room no. 66 and other is located on first floor in F5 room. The allocation of First seminar hall is monitored by Head of Economics department. The second seminar hall allocation is managed by the

registrar of the college. The computer technician and electrician make all arrangements in the seminar halls. The seminar halls are allotted according to following priorities

- (1) Workshops/Conferences organized with the help of funding agencies
- (2) Guest lectures for students
- (3) Guest lectures for faculty and staff
- (4) Lectures by faculty to students
- (5) Placement drives for students
- (6) Extension activities
- (7) Activities by external users

Prior permission must be taken by the respective persons for organization of activities so that there is no conflict. The Head of department of Economics and the registrar allot the halls according to priorities.

Space Allotment for External Users

The college space is also allocated to external users. While allocating space to external users the care has to be taken so that academic classes and academic activities in the college are not disturbed. The college space is allocated to different users on the basis of their request. The space is allocated for following activities:

- (1) Classrooms for Competitive exams by government organizations, corporations
- (2) Classrooms and office space for Chartered Account Examinations
- (3) Seminar halls for lectures by NGO
- (4) Meeting rooms for alumni meetings

Fee is charged to these activities except alumni meet based on government guidelines. No space is allocated for political programs by political parties.

Library Space Utilization and Assignments:

Overview

Library space is classified into five categories: study room, stack, open-stack study room, online resource room, and study service. Study room contains seating arrangement for students to study during allotted time. Library space contains stacks which is the space used to house arranged collections books and other educational materials for use as a study resource. The library space also contains equipment or materials like computers, multimedia carrels, LCD TV, CD and DVD players that are used as learning aids. The library space is not restricted to a particular academic discipline or programme.

Authorized Library space Users

Library space facilities are extended to current students, faculty and staff of the college. The facility is also available to members of Pune District Education Association. External users such as alumni, parents and other persons can use library space facility with prior permission of the Librarian. Special fee will be charged to external users if they want this facility for longer time. The librarian ensures that there is no misuse of the space by any user.

The schedule for study room is decided by the librarian to 6 pm every day except on holidays. No student will be allowed to seat in the study room when his or her academic classes are scheduled. Library study room will remain open for additional time during examination period.

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 are available to internal users as well as users from adjacent Mhalsakant High school run by PDEA.
- Internal user should adhere to schedule prescribed by the college so that it should not disturb the classes of High school.
- 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.

EQUIPMENT

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 one 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, BARC, and Savitribai Phule Pune University. 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 are 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 ongoing periodic budget.

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