

# Use and Maintenance of the Facility

**Policy and Procedure**

**IQAC**

## **The Use and Maintenance of Facilities**

This policy and procedures provide the basis for fair allocation and efficient utilization of facility based on the critical needs of educational and administrative activities. It results in a quality learning and working environment for students, faculty and staff.

### **1. Facilities Use Policy**

This policy also provides a framework for the optimal use of physical assets as well as regular review of the College's space needs. The allocation of space for usage is decided by the higher authority and Principal. Allocation and usage of classrooms are decided by Time-Table committee. The classrooms are allocated according to 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.

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. The laboratory space is used for students.

The Principal and Office superintend/Head clerk of the college allocates the required space to individual in the administrative office.

The space is allotted to various activities on the basis of importance of the activity and number of students participated in it.

Library space is classified into stack and Reading room. Library space contains stacks which is the space used to arranged collections books and other educational

materials for use as a study resource. The library space is allocated by the Librarian according to the usage.

The college authority reserves the right to modify 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 gymnasium is decided by Physical Director in consultation with Gymkhana committee and the Principal.

The college owned equipment such as computers, LCD projector, and printers, audio-visual are allotted by the higher authority and monitored by computer technician (hardware engineer).

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, concern head of the department make a list of such equipment after taking permission from college authorities respective equipment is removed from the dead stock register.

## **2. Maintenance Policy**

The college has stated maintenance policy of facilities. The routine cleaning and maintenance of classroom is performed regularly as per policy.

Renovation, alteration, and improvement of the existing academic, research, and support buildings is decided by the Principal in discussion 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.

For maintenance of IT infrastructure and Electrical fittings and appliances separate computer technician is appointed for day-to-day technical needs as well as replacement and repair requests beside this our college vocational students also helps to repair electrical and electronics appliances. Computer technician looks after maintenance of IT resources like computers, printers, replacement of toners, software problems, networking problems. Technicians are available throughout the day. If the problem is major it is brought to the notice of principal.

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.

Heads and faculty member in the departments are accountable for proper use of equipment. If maintenance or repairing of equipment is necessary, head of department takes care of this and brought to the notice of Principal. If there is replacement of small part of the equipment, head and faculty with laboratory assistant make arrangement for that.

For major maintenance and repair external technicians are called by head of the department. Proper cost of repair and maintenance is taken from the technician and submitted to the principal. With necessary permissions the maintenance of equipment is carried out.

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

### **3. Maintenance Procedure:**

1. Registration of Complaint: Registration of the complaint in the PDEA office through Principal giving the details of the maintenance required by the respective department.
2. Visit of Technician: Technician visits the site and assesses the maintenance required and completes the job.
3. Job Completion Report: The report of the maintenance is prepared by the technician and signed by the concerned head.
4. Payment: Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.

### **4. Utilization and Maintenance of Laboratories:**

1. Class wise laboratory schedules are followed as per time table.
2. Standard Operational Procedures for handling various equipments and instruments to be strictly followed
3. Dead Stock Registers to be maintained and updated regularly.
4. Obsolete equipment and instruments to be discarded by following the standard procedure.
6. Any discrepancy in stocks to be brought to the notice of the Principal after stock verification.

### **5. Utilization of Library:**

1. Student must procure a Library Card within one week of taking admission. 2. Library card can be used for issuing two books every week.
3. Non return of Library book on time shall be fined.
4. Students can access online journals and magazines in the e-Library.

5. Students can use the reading rooms available in the campus from 8.00 a.m. to 5.00 p.m.

**6. Utilization of Computer Laboratory:**

1. Class wise computer laboratory schedules are followed as per time table
2. New requirements are processed through Department of Computer Science.
4. The department of Computer Science maintains all computers and peripherals.
5. Outdated computers are disposed through PDEA.

**7. Utilization of Class Rooms:**

1. Classrooms are allotted as per the student strength.
2. Lectures and practical are regularly monitored.