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INSTITUTIONAL POLICY ON SYSTEMS AND PROCEDURES FOR MAINTAINING AND UTILISING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

1. Preamble

The institution is committed to ensuring well-maintained, accessible, and optimally utilized physical, academic, and support facilities that support quality teaching–learning, research, and holistic student development. This policy outlines systematic procedures for maintenance, allocation, and effective utilization of all institutional resources.

2. Objectives

- To ensure proper maintenance and upkeep of all physical and academic infrastructure.
- To establish transparent procedures for allocation and utilization of facilities.
- To create a safe, inclusive, and learner-friendly environment.
- To promote sustainable and efficient use of institutional resources.
- To strengthen accountability through periodic monitoring and documentation.

3. Scope

This policy covers systems and procedures related to:

- Classrooms, seminar halls, smart classrooms
- Laboratories and research facilities
- Library and digital resources
- Sports, gymnasium, playfields
- IT and ICT infrastructure
- Administrative and support facilities
- Utilities (electricity, water, sanitation)
- Safety, security, and surveillance systems
- Resources for Divyangjan
- Canteen, parking, and green campus areas

4. Systems and Procedures

4.1 Physical Facilities – Maintenance

- ➢ Routine inspection by the Maintenance of Infrastructure Committee.

> Annual Maintenance Contracts (AMC) for electrical fittings, generators, lifts, RO systems, and fire safety equipment.
> Housekeeping staff ensure daily cleaning and sanitation.
> Annual stock verification of furniture and physical assets.
> Repairs carried out promptly by in-house staff or approved technicians.

4.1.1 Physical Facilities – Utilisation
> Classrooms and halls allocated as per the academic timetable.
> Facilities provided to departments based on need and availability.
> External usage allowed only with prior approval from the principal.

4.2 Academic Facilities – Maintenance
> Periodic servicing of projectors, smart boards, and audio-visual equipment.
> Furniture upkeep and replacement as needed.
> Continuous technical support by ICT/technical team.

4.2.1 Academic Facilities – Utilisation
> Allocation governed by the central timetable.
> Seminar halls booked through administrative office.
> Logbooks maintained for special academic facilities.

4.3 Laboratory Facilities – Maintenance
> Lab Assistants ensure regular cleaning, calibration, and safety checks.
> AMC for specialized scientific equipment.
> Proper storage and disposal of chemicals following safety protocols.
> Annual physical verification of instruments.

4.3.1 Laboratory Facilities – Utilisation
> Laboratory use governed by the timetable and laboratory rules.
> SOPs displayed and strictly followed by students.
> Research scholars allowed with prior approval of HoD/Principal.
> Logbooks record usage and consumables.

4.4 Library – Maintenance
> Library Committee ensures update of books, journals, and digital resources.
> Library automation and software upgrades conducted periodically.
> Annual stock verification and weeding procedure implemented.
> Daily cleaning and maintenance of reading rooms.

4.4.1 Library – Utilisation
> Open access to faculty and students.
> Access to e-resources such as e-books, journals, and N-LIST.
> Reading hall open beyond regular class hours.
> Circulation of books as per library rules.

4.5 ICT Facilities – Maintenance
> ICT Cell handles servicing of computers, LAN/Wi-Fi, and servers.

- ➢ Antivirus and cybersecurity protocols updated regularly.
- ➢ Backups taken periodically for institutional data.

4.5.1 ICT Facilities – Utilisation
- ➢ Computer labs used as per timetable.
- ➢ Wi-Fi access provided through secured login credentials.
- ➢ ICT tools used for effective teaching–learning.

4.6 Sports and Gym Facilities – Maintenance
- ➢ Sports equipment inspected and repaired regularly.
- ➢ Playfields prepared and maintained by ground staff.
- ➢ Gym equipment serviced under AMC.

4.6.1 Sports and Gym Facilities – Utilisation
- ➢ Facilities open for students and staff during scheduled hours.
- ➢ Used for inter and intra-college sports events with prior approval.

4.7 Support Facilities – Maintenance
- ➢ Canteen hygiene supervised by Canteen Committee.
- ➢ Vehicles maintained through authorized service providers.
- ➢ Parking managed by security personnel.

4.7.1 Support Facilities – Utilisation
- ➢ Access governed by institutional guidelines and ID systems.
- ➢ Canteen and hostel facilities used on a regulated basis.

4.8 Safety and Security – Maintenance
- ➢ CCTV cameras monitored regularly; technical faults rectified promptly.
- ➢ Fire extinguishers and alarms serviced under AMC.
- ➢ Women safety reviewed periodically.

4.8.1 Safety and Security – Utilisation
- ➢ Access to surveillance data restricted to authorized persons.
- ➢ Safety instructions displayed prominently across campus.

4.9 Green Campus – Maintenance
- ➢ Garden and green cover maintained by gardeners/maintenance staff.
- ➢ Solar panels, rainwater harvesting, and waste management units serviced regularly.

4.9.1 Green Campus – Utilisation
- ➢ Green spaces used for academic and co-curricular activities.
- ➢ Students involved through eco-club and NSS activities.

5. Monitoring and Review
- ➢ IQAC reviews policy implementation annually.
- ➢ Feedback collected from stakeholders.

- ➢ Infrastructure Committee prepares periodic maintenance reports.
- ➢ Internal audit evaluates efficiency of resource management.

6. Documentation

Documents maintained:

- ➢ Maintenance registers
- ➢ AMC records
- ➢ Stock verification reports
- ➢ Equipment logbooks
- ➢ Committee meeting minutes
- ➢ Facility usage records

7. Policy Review Cycle

The policy will be reviewed once every three years or earlier if required.

SECRETARY