



POLICY AND STANDARD OPERATING PROCEDURE

Infrastructure



GOPIKABAI SITARAM GAWANDE MAHAVIDYALAYA

Umarkhed Dist. Yavatmal 445206

(Affiliated to Sant Gadge Baba Amravati University Amravati)

NAAC accredited by B⁺⁺ with CGPA 2.79 (3rd Cycle)

**Yavatmal Zilha Akhil Kunbi Samaj Dwara Sanchalit
Gopikabai Sitaram Gawande Mahavidyalaya, Umarkhed,
Dist. Yavatmal (MS)
Internal Quality Assurance Cell**

**Document on Policies and Procedures For
Maintenance and Utilization of Physical, Academic and
Support Facilities**

Yavatmal Zilla Akhil Kunbi Samaj Dwara Sanchalit

Gopikabai Sitaram Gawande Mahavidyalaya, Umarkhed

Dist:-Yavatmal Pin Code – 445206
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Date:

POLICY AND STANDARD OPERATING PROCEDURE FOR FACILITIES MAINTENANCE AND UTILIZATION

Title:

This policy and SOP is entitled as 'facilities maintenance and utilization policy'.

The Institute has well defined policy for maintenance and utilization of its entire physical, academic and support facilities.

Scope:

The policy is design with the prime focus on the optimum use of academic, administrative and research facilities by all the stakeholders and ensuring smooth working in the campus. The policy document is applicable to Physical, academic and support facilities such as Laboratory, Library, Sports facility, Computers and Classroom and administrative and academic offices.

Objectives:

The policy is designed to achieve following objectives.

1. To establish standard procedure for the optimum use of the academic and support facilities
2. To channelize facilities through the appointed in-charge.
3. To establish communication and mutual assistance among its operators and users.
4. To ensure obstacle free utilization of facilities.

Procedure and Practice:

A. Laboratory:

1. The working of laboratories shall be administered by the head of respective departments in consultation with the principal and departmental faculty.
2. The purchase of laboratory equipment is done after the proposal is sent for the consent of purchase committee.
3. The maintenance of all laboratories is done at the departmental level for which the support staff take responsibility under the supervision of the Head of the department.
4. The assistance of external agencies shall be taken if required for repairing of equipment and furniture in the laboratories. However casual damage to the equipment shall be handled by laboratory attendants and assistants.
5. Rules and regulations for students about use of lab equipment and maintaining cleanliness are to be displayed on the boards in the labs.
6. Lab schedules to be prepared for each class in consultation with time table committee in order to ensure optimum utilization of labs without overlap.

B. Library:

1. Library provides free membership to its staff and students. Library membership is compulsory for availing library facilities.
2. At the beginning of academic year newly admitted students get BT card with their ID numbers to access the books from the library.
3. Library access is open for all stakeholders. It is fully automated with the use of LIBMAN software.
4. The OPAC system is operated for the transaction of books.
5. The norms for book issue are different according to the level of the students. U.G. students can borrow 3 books at a time which need to be returned within stipulated time frame. P.G. students can borrow 5 books at a time for 15 days.
6. Library committee is formed and meetings are held twice in a year to deal with all the issues related to purchase and maintenance of the library.
7. The librarian takes responsibility of the regular maintenance of the library in respect to book transaction, reading room, preparing schedule for students and availability of learning resources in the central library. The Support staff is appointed for assistance and maintenance.

C. Sports Facility:

The rules regarding sports facility are laid down by the college authority. In order to cultivate sports spirit among college students and external users, the easy to follow sort of policy is initiated. The playground is kept open for boys and girls during the office hours. The external users also use the ground for hosting competitions at tehsil, district level with the prior permission of the principal. The Physical director facilitates the sports equipment and games apparatus to the admitted students.

D. Computer utilization and Maintenance:

1. Maintenance of computers and hardware is carried out by appointing external agencies that take care of computers and handle all sort of repairing.
2. To deal with technical problems over campus, a technician staff is appointed by the college authority.
3. The visit of these staff is scheduled for each department to maintain uninterrupted services through computers.
4. Random visits also take place according to the requirement.
5. Special Provisions are made by the authority and departmental heads to ensure optimum utilization of available computers by the students and staff.

E. Internet Usage:

The faculty and students of GSG uses computers and internet as one way of enhancing teaching skills, acquiring knowledge, downloading study materials and enriching research. Computers provide unmatched opportunities to explore and use a varied and exciting set of resources. In order to make these resources available to everyone, those who use the available technology must do so in a way that is consistent with the educational mission.

Link to read more: http://gsgcollege.edu.in/internet_usage_policy.pdf

F. Infrastructural Management (Classrooms, seminar hall, buildings, etc):

1. Maintenance of the classroom equipment, seminar halls, buildings, campus area are maintained under the supervision of infrastructure committee.
2. Classroom schedule and assignments of classrooms are decided by time table committee under the supervision of the principal.
3. Specific arrangements are made so as to facilitate stable classrooms.
4. Faculties of Arts, Science, and commerce are allotted separate wings having sufficient number of classrooms keeping in view the proportionate size and capacity of classroom to students.
5. However, the classroom can be used by non-assigned wing only after prior permission of the respected authority.

Seminar hall and auditorium shall be used for:

1. Conducting faculty, staff and students meetings
2. Conducting teacher-parent meetings and alumni Meetings,
3. Conducting Indore cultural activities
4. Holding guest lectures and placement programs.

The policies regarding the utilization of Seminar halls and auditorium is decided by the management in coordination with the principal. The provision is made for the external users like government bodies about the use of college infrastructure for training, official gathering, election, exam centers only after the procedural consents from the principal.

G. Hostel:

1. The hostel committee for governance and supervision of the hostel shall be formed by the principal.
2. The warden is appointed as regulatory authority for periodic terms. The faculty member shall be assigned the charge as warden.

3. The admissions in the hostel are based on the policy of category wise early bird registration of students.

4. The rules and regulations are designed and maintained by the Principal along with the warden.

Responsibility rests with:

A. Laboratory: Head of the department and the lab attendant

B. Library: Librarian

C. Sports Facility: Director of physical education

D. Computer utilization and Maintenance: Principal and technical assistant

E. Internet Usage: The management and IT committee

F. Infrastructural Management: Infrastructure committee

G. Hostel: Hostel committee and warden

Date of creation: June 2019

Review Date: The policy will be reviewed annually or as needs dictate during the academic year.

Approved by :


Co-ordinator
IQAC,
G.S.Gawande College, Umarkhed.




Principal
G.S.Gawande College
Umarkhed Dist.Yavatmal.