



Infrastructure Policy

Preamble: Infrastructure policy provides a framework for proper facility allocations and efficient utilization based on the needs of educational, research, and administrative services.

Statement: This policy set out the framework for getting the best use of physical assets and assuring that they are reviewed on a regular basis the College's space demands.

Rational: The Institution is committed to create, develop, provide and maintain necessary infrastructure and essential amenities for all the stakeholders. Students, academics and staff will benefit from such a high-quality effective teaching and learning environment.

Objectives:

1. To establish proper procedures for the utilization of physical and educational services.
2. To arrange all types of activities in a timely and efficient manner.
3. To implement a consistent, effective and efficient approach to infrastructure scheduling and usage.
4. To improve stakeholder coordination and interaction in order to schedule college facilities smoothly and economically.
5. To promote awareness among stakeholders more about use of the college's resources for activities and events,
6. To give use of all the college opportunities.



Activity and Event Categories:

1) Academic Classes: Classroom lectures, laboratory practical sessions, guest lectures on curriculum and student seminars all are examples of academic classes.

2) Academic activities: Any programme, meeting, or activity that is not an academic class but is directly related to the delivery of formal curriculum is described as an academic activity.

3) Organized events: With the support of funding agencies, seminars and workshops, extension activities, sporting events, cultural programmes, and competitions all are examples of organized events.

Authority for Assignment of Classroom Space:

As per the guidance of the time table committee, the college facilitates classroom scheduling and utilization. The number of divisions and workload influence the need for classrooms, which seems conveyed to the time table committee by vice-principals. The timetable is planned by the timetable committee to achieve enough use of the available classes. The term "classroom use" refers to the amount of time a room is used for academic purposes. During the hours of academic classes, no classroom may be used for other academic activities or events. The time-table committee will ensure that classes are allotted in adequately sized classrooms, based on the capacity of the classroom and the number of students in the class. Any problems that professors or students encounter should be discussed with the chairman of the time-table committee. When there is no scheduled lecture, classrooms can be used for other academic activities and planned functions. The uses of the classroom for these initiatives require the authority's permission in advance. To optimal classroom use, a standard timetable for classroom instruction is required. Students and faculty can design practical schedules using a standard timetable.

Laboratory space Utilization and Assignment:

Overview:

A laboratory is a facility that provides controlled conditions for performing scientific or technological research, experiments, and evaluations. College laboratories are used for regularly



planned practical sessions that involve sophisticated equipment, experiment, plus student observation. The college has Physics, Chemistry, Botany, Zoology, Computer Science, Electronics laboratories. The students were divided into batches, and practical sessions were scheduled according to the students' batches.

Authority for Assignment of Lab Space

The time table committee is responsible for the batch schedule and reports it to the department head. The laboratory schedule is determined by a time-table committee with the cooperation of the department heads in order to optimize the utilization of the laboratory. Departments are encouraged to assign and arrange laboratory space in order to increase use and align use with the Faculty's academic aims. When there are several batches going on simultaneously, the department head allots a part of the laboratory space to each batch

Standard Class Times and Days:

According to the university's curriculum, students must attend practical sessions. To maximize lab use, a standard timetable for practical sessions is required. Students and faculty can generate practical schedules using a standard timetable. The timetable committee divides students into practical batches based on UGC and Maharashtra government standards for student strength in each batch. The timetables of practical sessions are determined by the number of batches and the availability of lab space.

Administrative Office space:

Administrative office spaces are rooms or cabinets which are assigned to one or more people daily and include furniture and other equipment for administrative and support staff to use. These include single or multiple-occupancy rooms for the Principal, Vice Principal, Heads of Departments, Librarian, Physical Director, and administrative staff, as well as conference rooms, waiting areas, storage areas, private toilets. Individuals are assigned administrative space based on their needs as well as the scale and complexity of respective department work.



ADMINISTRATIVE OFFICE SPACE ASSIGNMENT POLICY

- Office space is a College asset that will be provided to administrative staff, heads of departments, librarians, physical directors, and committees as needed, in the most efficient way possible. There is no one who "owns" the area that has been assigned to them.
- The college's principal assigns an office to each department. Concerned heads allocate cubicle space to individual academic members in the department.
- The Principal assigns an office to the office superintendent. The office superintendent in collaboration with the Principal assigns offices to other administrative staff.
- The college will ensure that all of the offices are filled. When an office is unoccupied, the college may use it for other purposes as needed.

STORAGE SPACE

For office staff, storage space is essential for old account books, old admission documents, and other important files. The college creates storage rooms to store these materials. According to the requirement and importance of the material to be stored, storage space is allocated to office staff members. The college's office superintendent has the authority to assign storage space in store rooms. The data will be categorized and preserved. The office superintendent shifts storage space based on the needs and requests of the staff.

The head of the department is responsible for allocating storage space in the department.

Space Allotment for Academic Activities and Extension Activities:

Overview:

Different departments organize guest lectures, seminars, science exhibitions, geography week and other programs for students. Students can benefit from these classes if they want to learn more about the subject or keep up with latest advances.



These tasks necessitate the use of space. These activities are given space based on the importance of the activity and the number of students that participated in it.

CONFERENCE ROOM

The office superintendent has set aside a conference room for the activities. It will be used for the following purposes.

- (1) College development committee meetings (CDC).
- (2) Meetings of the Internal Quality Assurance Committee (IQAC)
- (3) Principal's meeting with faculty and staff
- (5) Small training seminars for faculty and staff
- (6) Meetings of various college committees

The conference room has an LCD projector and a computer and internet connection. When a conference room is needed for multiple activities at the same time, the activity with the highest priority will be chosen from the list above. Other activities will be held in different rooms as determined by the office superintendent.

SHAHIR AMAR SHAIKH SABHAGRUH:

The college has a multipurpose seminar hall that is completely well equipped. The seminar hall is on the second floor. The office superintendent of the college is in control of Shahir Amar Shaikh Sabhagruh hall allocation. In the seminar halls, the computer expert and technician make all of the arrangements. The seminar rooms are assigned based on the following criteria.

- (1) Workshops/Conferences sponsored by funding organizations
- (2) Student guest lectures
- (3) Faculty and staff guest lectures
- (4) Student placement drives
- (5) Extension activities
- (6) Cultural activities



LIBRARY SPACE UTILIZATION AND ASSIGNMENTS:

Overview

Library space includes reading rooms, stacks and a digital library. The study room has seating for learners to study during their allotted time. Stacks are the areas in a library where books and other educational resources are stored in order to be used as a study resource. Computers, CD and DVD players, and other learning aids are also available at the library. The space in the library is not confined to a single academic discipline or course.

AUTHORIZED LIBRARY SPACE USERS

Current students, faculty, and staff of the college have access to the library. The librarian makes certain that no one is misusing the place. Except on holidays, the librarian arranges the study room timetable. When a student's academic classes are planned, he or she will not be permitted to sit in the study room. During the examination period, the library study room will be open for an extended time.

SPORTS FACILITIES

The college's Sports Facilities Rules are intended to serve as general rules for internal and external users, and also a source of information about the college's sports facilities. When necessary, the college authorities reserve the right to modify or change these rules. Notifications about the above will be posted on the premises' notice boards as relevant. All sports facilities on campus are mainly used by college students, faculty and staff.

GYMNASIUM

- The gymnasium is well-equipped. The Physical Director, in cooperation with the Gymkhana committee.
- The Gym is really only accessible to internal users who have been taught to use the fitness equipment and provide fitness training records.



- Every user will only access the gymnasium facilities during the times allotted to them.
- While using the gym, each user should dress appropriately. T-shirts, athletic pants, and athletic shoes are recommended.
- Food and beverages are prohibited in the gymnasium during sporting events and practice until special permission has been granted.
- Any user should be aware of other users by limiting his or her exercise to a single station and complete his or her workout in a timely manner so that others can exercise on the station.
- If the station's weights, pulleys, or other parts are stuck, the user should not attempt to repair them. Bring it to the physical director's attention.

EQUIPMENT

College Equipment

Computers, LCD projectors, printers, Smart Board, and audio-visual equipment held by the institution are to be operated only by properly trained personnel who have been permitted by the college. An electrician is in charge of the audio amplifiers and speakers. When scheduling facilities, internal users who require the use of College equipment must request these services. Technicians will arrange these items and set them up in the proper locations as specified by users. The operation of this equipment will be restricted if an authorized technician is unavailable.

Laboratory Equipment

All equipment purchased using funding provided by the college. The college purchases equipment for practical use and distributes it to the departments.



Custodial Departments are in charge of the equipment in their custody, including its care, maintenance, physical inventory, and supervision. The department head has the authority to assign equipment to internal users. The head of the department will ensure that appropriate equipment for practical sessions.

- Determine the equipment requirements for both practical sessions and research.
- Begin the equipment purchase process by submitting a list of required equipment to the appropriate authorities.
- The authority will check for funds available and confirm that the purchase is permissible;
- Assign proper object codes to equipment after purchase and enter it in the dead stock register with the support of the Lab assistant;
- If equipment is damaged or stolen, bring it to the attention of the authorities right away.
- On a yearly basis, HOD conducts a physical inventory with the assistance laboratory employees to check the condition, placement, and use of department-owned equipment. of

Equipment Retirement/Disposal policy:

In the incident that any equipment from the department's dead-stock register needs to be disposed of, the concerned department head creates a list of such equipment and submits it to the office before the CDC meeting; after the CDC approves the list. The proposal is sent to ITSPM, and the respective equipment is removed from the dead stock register.



Maintenance Policy:

- Maintain college-owned assets on a regular basis to keep them operational and controlled.
- Early identification of prospective maintenance requirements within the context of planned maintenance allows for the planning of remedial action.
- Develop a strategy for evaluating college campus facilities on a regular basis to ensure that they are up to date and ready to use.

Routine maintenance:

- Sweepers are appointed to clean classrooms, offices, corridors, entrances, and stairs on a regular basis.
- The appointed sweepers clean and serve the restrooms on a daily basis. The windows are cleaned on a regular basis.
- The team is willing to remove garbage, grass cutting, trimming trees, maintaining buildings, maintaining gardens, and assisting with the ongoing care of the college premises.

The following are the responsibilities of an electrician hired for maintenance

- Supplying and installing light tubes and bulbs.
- Minor fan repairs in the classroom and laboratory.
- Electrical wiring needs to be replaced.
- Maintenance of the electric meter room and UPS batteries

Fire and CCTV Maintenance:

Maintaining fire safety systems and CCTV cameras in a college setting is essential for ensuring safety and security. Here's a guide on best practices for their maintenance:

Fire Safety System Maintenance:

1. Regular Inspections:



Monthly Checks: Test fire alarms, smoke detectors, and sprinkler systems monthly. Annual Testing: Have professionals inspect the system annually to ensure compliance with safety codes.

2. Battery Checks:

Ensure all battery-operated devices (like smoke alarms) have fresh batteries. Replace batteries annually or as recommended by the manufacturer.

3. Clean Equipment:

Regularly clean smoke detectors and sprinklers to prevent dust buildup, which can affect their performance.

4. Replace Expired Equipment:

Fire extinguishers and detectors have expiration dates. Replace or service them as needed to ensure reliability.

5. Staff Training:

Train staff on how to use fire extinguishers, and conduct fire drills to familiarize everyone with emergency procedures.

6. Clear Access:

Make sure fire exits, alarms, and extinguishers are unobstructed at all times.

7. Record-Keeping:

Keep records of all inspections, maintenance, and testing activities for compliance and audit purposes.

CCTV Camera Maintenance

1. Routine Cleaning

Clean the lenses and camera housings regularly to avoid dirt and dust buildup, which can obscure the footage.

2. Position & Angle Check:

Ensure cameras haven't been misaligned and cover the intended areas. Adjust angles and positions as needed to cover blind spots.

3. Check Wiring and Connections:

Inspect cables for wear and tear, and check connections to ensure stable power and network connectivity.



4. Test the System:

Regularly test cameras and recording devices to ensure they are capturing footage properly. Verify that video storage is functioning as expected.

5. Software Updates:

Update firmware and security software to protect against potential vulnerabilities.

6. Data Storage and Backup:

Monitor storage space and backup footage regularly to prevent data loss and ensure retrieval of footage if needed.

7. Check Power Supply:

Ensure an uninterrupted power supply, particularly for essential areas, to keep cameras active during power outages.

Building and Physical Infrastructure

The college building's exterior and interior painting is scheduled on a cyclical basis. Painting is done on a priority basis whenever the need arises to prevent facility deterioration. This is decided by the college principal and conveyed to the college management.

The Principal, in consultation with the concerned programme head, decides on renovation, alteration, and upgrading of existing academic and support buildings as needed to fit new or reformed programmes. The request is made to the college's management, and after their approval, the task is completed.

IT Infrastructure and Electrical Maintenance and Replacements

One computer technician and an electrician have been assigned to the parent institution. They were visited to the college as per technical needs of replacement and repair. The demands come in the form of phone calls or personal communication from department heads, faculty, and staff. Whenever possible,



demands are fulfilled as soon as possible. Computer technicians are responsible for the upkeep of IT resources such as computers, printers, toner replacement, software issues, and networking issues. The technician made a similar number of computer replacements. An electrician is in charge of electrical wiring issues, as well as new electrical connections in colleges and departments. The electrician is also in charge of replacing or installing light tubes, bulbs, switches, and MCB boxes.

If the issue is serious, the principal should be notified. The following procedure is followed for the maintenance of a major issue:

- 1) If a computer's motherboard needs to be replaced, ITSPM's must grant permission.
- 2) If the printer has to be repaired, it must be done with ITSPM's prior consent.
- 3) If the entire electrical wiring needs to be changed due to a short circuit or other issue, ITSPM's must grant clearance for the expense.
- 4) Permission from ITSPM's is required for the replacement of an electric meter.
- 5) Permission from ITSPM's is required for the replacement of inverter batteries.

Maintenance of Laboratory Equipment:

This document outlines the procedures for maintaining all kinds of equipment in departments. The maintenance policy ensures that the equipment is always ready and reliable as well as calibrated to produce high-quality outputs.

Laboratory equipment and software are required on a yearly basis as part of the College's budgeting process. The department's head compiles a list of equipment that has to be purchased during the year and submits it to IQAC. IQAC evaluates



equipment requirements and recommends them for approval by ITSPM's. Vendor quotations are received after clearance from the ITSPM's administration. Following the receipt of quotations, comparison charts are prepared and purchase orders are issued. When materials and equipment are delivered, the heads of departments are responsible for reporting them to ensure it meets the necessary quality and safety standards, as well as their intended application.

The proper use of equipment is the role of department heads and faculty. If maintenance or repair is required, the head of department will manage it. If a tiny piece of equipment needs to be replaced, the department head will make the appropriate plans. The part which costs less than Rs. 1000/- will be ordered and replaced with the help of the laboratory assistant and attendant. The cost of this replacement can be paid by advances received from the college office for local purchases.

If there is a major maintenance or repair issue, the department head must first consult the technicians. The technician must be inquired for the right price of repair and maintenance. After that, the principal must be informed. The principal will communicate with ITSPM's, and the appropriate permission for maintenance will be secured. After receiving authorization, the vendor or technician will repair the equipment, and payment will be made to the vendor or technician after an inspection of the repair

If it is essential to transfer equipment off campus for repair or maintenance, the head of the department must obtain permission from the principal.

Maintenance of Furniture and Fixtures

To ensure that present classrooms are maintained, the college authority seeks feedback from faculty and staff on their demands. Items like blackboards,



fixtures, and furniture may be identified and updated as part of the continuous periodic budgetary process.

Conference Room Use Utilization Policy:

A conference room utilization policy helps ensure fair access, optimal use, and minimal disruptions. Here's a sample policy tailored for a college setting:

College Conference Room Utilization Policy

1. Purpose and Scope

The conference rooms are available for academic, administrative, and approved extracurricular activities that support the college's mission.

This policy applies to faculty, staff, students, and approved external parties like ITSPMs other School and College.

2. Booking Guidelines

Reservation Process: Rooms must be booked through the college's room reservation system or via the administration office.

Advance Booking: Rooms can be reserved up to (specify time frame, e.g., one semester) in advance. Regular classes have priority during peak hours.

3. Room Priorities

Priority 1: Academic activities (e.g., classes, faculty meetings).

Priority 2: College administration and official events.

Priority 3: Student clubs and external events with academic relevance.

External Requests:

Non-college organizations may request access; however, they will be charged a rental fee and will have lower booking priority.

4. Room Use and Conduct

Setup and Cleanliness: Users are responsible for setting up and restoring the room to its original condition. All trash must be disposed of appropriately.

Technology: Use college-provided equipment (e.g., projectors, microphones) responsibly and report any malfunctions to IT support immediately.



5. Cancellations and No-Show Policy

Cancellations: Users must cancel reservations at least [e.g., 24 hours] in advance. Frequent cancellations without notice may result in restricted booking privileges. No-Shows: A room reservation will be released if the user is more than (e.g., 15 minutes) late without prior notice.

6. Responsibilities and Penalties

Damages: Users are responsible for any damages to the room or equipment. Costs for repairs may be charged to the responsible party.

8. Contact Information

For questions or special requests, please contact the administration office or designated conference room coordinator. This policy ensures fair access, efficient use, and maintains the quality of college facilities for all users.




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