



BACKWARD CLASS YOUTH RELIEF COMMITTEE'S
BHIWAPUR MAHAVIDYALAYA



**4.4.2 PROCEDURES AND MAINTENANCE POLICY
PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**



24TH MARCH 2017

DECLARATION

I, Dr. Jobi George, the Principal of Bhiwapur Mahavidyalaya, do hereby declare that the Maintenance Policy Document drafted on 24th March, 2017 has been in force till date. Over a period of time a few minor changes have been incorporated in the Original Draft.

The Policy has eased the execution and has in its letter and spirit raised the attitude among all concerned to be accountable and responsible while discharging their duties.

I, therefore, wish to continue with this Maintenance Policy in its letter and spirit until any demand for modification is necessitated.

Sincerely



Dr. Jobi George
Principal
Bhiwapur Mahavidyalaya



The facility of a Policy Document favours an equitable and efficient utilization of the available resources in the teaching-learning pedagogy on the various aspects of education. The central coordination of the amenities is bound to result in a quality learning and working environment for all the stakeholders. The framework provides guidelines for optimal use of all the services available in the Institution. It also paves the way for identifying diverse areas demanding improvisation and scaling up the existing features.

The guidelines are as follows:

- ✚ To establish standard operating procedures for the utilization of physical and academic facilities.
- ✚ To schedule activities in coordination with the central system to ease the overlapping of scheduled activities.
- ✚ To provide reliable, sustainable and operative mechanisms to optimally use the available amenities.
- ✚ To offer coordination and effective communication among all the stakeholders.
- ✚ To augment the amenities and features as per the demand.

Scope of the Policy

The scope of the Policy Document anticipates covering the following facilities related to different areas of operations under the title of the Institution:

- ✚ Academic and Administrative spaces
- ✚ Classrooms
- ✚ Library Space
- ✚ Sports Amenities
- ✚ Gymnasium
- ✚ Green Gymnasium
- ✚ Conference Hall



- ✚ Board Room
- ✚ Independent Departments
- ✚ State of the Art Laboratories
- ✚ Research Laboratories
- ✚ Computer Labs
- ✚ Language Laboratory
- ✚ Seminar Hall
- ✚ Indoor Stadium
- ✚ Swimming Pool
- ✚ Girls' Hostel
- ✚ Storage Space
- ✚ Common Space
- ✚ High End Sanitary Facilities
- ✚ Playgrounds
- ✚ Lawn and Pathways
- ✚ Drinking Water and other Facilities (Aqua Fresh)
- ✚ Parking Slots
- ✚ Garden and Green Cover

Terms and Definitions

- ✚ **Stakeholders:** include Students, Staff, Auxiliary Services, Alumni Association.
- ✚ **Activities:** refer to all activities planned or unplanned including induction programme, farewell programme, cultural activities, sports competitions, extension activities, curricular, co- curricular, extra- curricular activities etc.
- ✚ **Facilities/Amenities:** denote any physical or non-physical structure, mechanisms, Laboratory, sports, gymnasium, equipment, furniture available in the premises.
- ✚ **Equipment:** refers to all those apparatuses-technical, mechanical, scientific, computers, IT and miscellaneous.
- ✚ **Moveable Assets:** refer to all those which are temporarily affixed and on demand can be shifted to any other space in the premises.



- ✚ Perishable Items: refer to all those goods which can be damaged while handling or will be considered as expired due to non- use.
- ✚ Premises: refer to all that is in possession of the Institution including land and buildings.

Category of Users

- ✚ Internal: Students, Teachers, Non-teaching Staff, Office Staff of the Principal.
- ✚ External: Government, Non-Government, NGOs, Alumni, Local Voluntary Organizations.

Categories of Activities and Events

- ✚ Curricular: refers to those programmes of the education system for which credits are allotted.
- ✚ Co-Curricular: refers to those activities, which are related to academics but not necessarily record credit for such activities.
- ✚ Extra-curricular: refers to activities organized outside of the regular classes for curriculum or course intended to meet the learners' interests.
- ✚ Research Oriented : refers to all Research activities related to Seminars, Conferences, Workshops and Guest Lectures.
- ✚ Academic Activities: refer to all and any activity other than the regular Academic classes.
- ✚ Academic Classes : refer to the theory and practical lessons disseminated through different modes of teaching-learning.
- ✚ Organized Events: Cultural activities, Sports Training Programmes and Competitions, Induction and Farewell programmes, extension activities, activities of National Service Scheme and National Cadet Corps and any other event organized on the directives from the competent authorities.



Assignment of Classroom and Utilization

For quality dissemination of knowledge and its sustenance, it is crucial for any organization to implement all the policies and mechanisms, which are in force. Effective scheduling and allotment of classrooms enables smooth functioning with optimal use of resources made available in the Institution.

The Admission Committee along with the Time-Table Committee plans and schedules the classes encompassing the practical as well as the theory classes. While planning all the above mentioned activities, the workloads as well as the number of available classrooms are taken into account. As per the allotment of classrooms for Academic purposes, no other activity can be engaged during this time. Classrooms are allotted as per the intake and strength of the admitted students.

A Master Time-Table, which includes information regarding classes with standard time and worktables are planned and communicated to all the teachers concerned. For the administrative staff, a separate standard time is allotted from the Office of the Principal taking into account the inputs of the workload.

The schedules for all the disciplines available in the Institution currently are as follows:

- ✚ Arts: Classes are scheduled from 7.45 A.M to 12.48 P.M from Monday to Saturday.
- ✚ Commerce: Classes are scheduled from 7.45 A.M to 12.48 P.M from Monday to Saturday.
- ✚ Science: Classes are scheduled from 10.00 A.M to 4.30 P.M. from Monday to Saturday



- ✚ Post-graduation: Classes are scheduled from 7.45 A.M to 12.48 P.M from Monday to Saturday.
- ✚ B. Voc.: Classes are scheduled from 10.30 A.M to 3.30 P.M from Monday to Saturday

Note- Especially abled (Divyangan) Faculty and students are given priority by allotting classes on the ground floor as per the Inclusivity Policy of the Institution.

Assignment of Laboratory and Utilization

Laboratory

A place equipped for experimental study in Science and Technology or for testing and analysis. A Research Laboratory is rather a place providing opportunity for experimentation, observation, or practice in a field of study.

The Institution has Chemistry, Zoology, Botany, Physics, Computer and Language Laboratories primarily used for performing practical and understanding the nuances of the prescribed content of syllabus. Computer and Language Laboratories provide experiential learning for students. Batches as per the intake capacity are made so that all the users are benefitted optimally.

The Time-Table Committee, which functions under the aegis of IQAC, through its Notices, circulates information regarding allotment of classrooms and teachers in consultation with the Office of the Principal and the Heads of various Departments. The Heads of Departments ensure that no conflicts of batches or research students happen. The space in laboratory is maintained with required apparatus, books and other materials.

The schedule of the practical classes is in tune with the affiliated University's syllabus and workload. The batch strength is as per the instructions from the competent authorities.



Research space is assessed periodically and is subject to change as per the changes depending upon the research activities carried out in the Institution.

Administrative

Administrative spaces are allotted as per the need, size and quantum of work assigned to the staff concerned. The spaces include furniture, equipment and technical facilities required in the Institution. The rooms have single and multiple occupancies depending on the nature of work. Board Room, Conference Room, Stack Room, Waiting Lounge, Strong Room, Storage Areas, Private Rest Rooms and Toilets, Refectory, and Ante-Chamber add to the ambience of the Administrative Building of the Institution.

The Allotment Policy

- ✚ The property belongs to the Institution and no one owns the space allotted thereupon.
- ✚ The office of the Shift In-Charge, Heads of various Departments, Male Staff Room and Women's Staff Room are centrally allotted.
- ✚ In case of any space is left unused for a significant time-period owing to sabbatical or long medical leave, the space can be allocated on demand, provided a proper justification is needed in this regard.
- ✚ The Office of the Principal in consultation with Heads of various Departments will ensure proper utilization of the spaces allotted.
- ✚ Only one space is allocated to one staff until and unless there is a dire need for doing so.
- ✚ No space is assigned to outsiders without obtaining prior permission from the Office of the Principal.
- ✚ Storage spaces of the Institution are used for documentation purpose. The storage space is utilized by the non-teaching staff under the guidance of Senior Clerk.



- ✚ Common utility spaces are permitted to be used with prior permission from the Office of the Principal, be it a College activity, an Alumni organized activity or any collaborative activity.

Space Allotment for Academic Activities and Extension Activities

The Conference Hall of the Institution is utilized for the following:

- ✚ Meetings of Internal Quality Assurance Cell
- ✚ Meetings of College Development Committee
- ✚ Staff Council Meetings
- ✚ General Meetings
- ✚ Training Sessions for Teaching and Non- teaching Staff
- ✚ Meetings of various Committees of the College

The Seminar Hall/Multipurpose Hall is directly under the Office of the Principal and is utilized for the following purposes:

- ✚ Seminars
- ✚ Symposia
- ✚ Conferences
- ✚ Guest Lectures
- ✚ Workshops
- ✚ Mock Courts
- ✚ Programmes organized by Alumni
- ✚ Extension Activities
- ✚ Cultural Programmes

The Indoor Stadium with wooden flooring holds Four Badminton Courts.



Library and Information Centre

Library and Information Centre holds a Reading Room, a Stack Room and a Resource Centre. Reading room is available for aspiring students appearing for MPSC, UPSC and regular students of the Institution. Besides the regular collection of books, the library has a collection of educational CDs and Question Banks of various subjects made available for the students. LCD TV, Online Reading Room with internet connectivity is easily accessible to students.

The library users include staff of the Institution, students, alumni, and students appearing for Competitive Examinations like MPSC and UPSC. Library is open to be used by all the interested persons with the permission of the Principal on payment of minimum membership fees. The library is open from 7.45 A.M to 5 P.M. The timings are flexible during summer and winter vacations and the timings are again flexible during examinations.

Sports Facilities

The Sports facilities available on the campus are utilized by students, staff and non-teaching staff of the Institution. Notices related to the organization of various events are displayed on the Notice board and announcement is made in each and every classroom. The infrastructure available is prone to up-gradation as per the requirements and demand. The Institution reserves the right to amend the procedures and rules as and when required to upkeep the discipline of the Institution.

Note- The Institution's Sports facilities are utilized for Inter-collegiate Selection Trials of University Games, District-Level Competitions.



Rules to be observed at the:

Swimming Pool (External and Internal Users)

- ✦ Should swim in designated areas, supervised by lifeguards.
- ✦ Should not swim alone; always ensure to have coach around.
- ✦ Maintain constant supervision.
- ✦ Have appropriate equipment, such as reaching or throwing equipment, a cell phone, life jackets and a first aid kit.
- ✦ Know how and when to call the local emergency number.
- ✦ Are not allowed to swim during peak hours like 10:00 A.M and 4:00 P.M.
- ✦ Are advised to drink plenty of water regularly, even if they are not thirsty.
- ✦ Have to obey the lifeguards' directions.
- ✦ Should follow the rules of Swimming Pool.

Note – Besides the above mentioned rules, External and Internal users should strictly adhere to the Standard Operating Manual for getting coaching under expert supervision.

Badminton Court/ Kabaddi Playground /Kho-Kho Playground

- ✦ Badminton Court facility is available for all the external members as well as students who have registered. The timing for students is restricted. No student is allowed to utilize the court during academic classes / lectures. Timings of the Badminton Court will be from 6 A.M. to 9.00 A.M and 5.30 P.M to 7.30 P.M.
- ✦ Kho- Kho and Kabaddi grounds are available for Internal as well as External users. As per the policy of the Institution the External users have to register their names in the register along with a declaration form/Consent form mentioning that the registered member will follow all the rules and regulations while in the premises.



Gymnasium

A fully equipped Gymnasium has been outsourced but the discipline; schedule of the Gymnasium is drafted in consultation with the Office of the Principal. Only those internal users who have been trained to use the fitness equipment, and are able to provide fitness training are allowed to use the Gymnasium.

- ✚ Before using fitness equipment every user has to sign in register.
- ✚ Every user will use gymnasium facility for the scheduled time only.
- ✚ Every user should wear proper attire during Practise Sessions.
Recommended attires include T-shirts, sports trousers and sport shoes.
- ✚ No food and beverages are allowed in the Gymnasium during practice.
- ✚ To avoid any injury, users should use Gymnasium equipment cautiously.
- ✚ Use of plastic bags is prohibited in the Gymnasium.

Note- These are mere indications and not complete in itself. The outsourced agency has its own technical rules to be followed during practice.

Equipment

Laboratory Equipment

Every Department is entrusted with the responsibility of maintaining the equipment in his/her possession and are always instructed to maintain an inventory. The Heads of the Departments are responsible to make optimal use of the equipment, which was purchased by the Institution from the funds under different heads.

The rules for the use of equipment are displayed in the respective Departments along with Do's and Don'ts.

Purchase of Equipment under Research Grants and Maintenance Guidelines



The Principal Investigator is authorized to initiate requests for the purchase of equipment for his/her Research Project. The Principal Investigator should ensure to adhere to acquisition approval for the purchase of the equipment.

The Principal Investigator will:

- ✚ Hold absolute responsibility for the maintenance of the purchased equipment/ apparatus.
- ✚ Notify the authority concerned of the damage, change of location, and any other in written form.

Equipment Write Off Policy

The Inventory and the Dead Stock Book will be maintained by the Departments concerned. The Dead Stock will be verified through the inventory-mentioned expiry date or the condition of the equipment after a thorough check-up by expert from service and maintenance. The Write-Off Policy includes all accessories, Computers and Computer Peripherals, all electric equipment, Microwaves, Fridges, Vacuum Cleaners, Blowers, Motors, Sound System, Camera, Over-Head Projectors, Smart Boards, Lap top etc. All the E-waste will be disposed-off through a well-defined system. The list of instruments/apparatus/equipment under write-off will be placed in the College Development Committee. After the approval, the above mentioned items will be disposed-off to the firm with which the Institution has signed an MoU.

Routine Maintenance

Routine maintenance of the spaces utilized by students and staff are cleaned on daily basis. The appointed employees are entrusted with the upkeep of the assigned task. After the completion of the task, the assigned is supposed to get the entry in the Daily Work book and get it endorsed by the Principal once in every month.



The upkeep of the playgrounds, garden and the green cover are maintained with the help of labours hired on daily wages. The record of the same is maintained and audited on yearly basis.

The electric maintenance is done by the appointed electrician and the plumbing work is assigned to an outsourced private plumber.

Repairs, renovations, upkeep of the existing infrastructure and up-gradation of the support facilities pertaining to research, sports and library is put for discussion in College Development Committee and further to the decisions taken, action is taken under the guidance of the Management. The furniture and permanent fixtures are prone to repairs, maintenance and replacement as per the need and demand.

Formulated on 24th March, 2017



A handwritten signature in blue ink, appearing to read "Anurag".

PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur, Dist. Nagpur