



M.V.P. SAMAJ's

**Karmaveer Shantarambapu Kondaji Wavare Arts,
Science and Commerce College, CIDCO, Nashik
(Internal Quality Assurance Cell)**

Physical and Academic Facilities - Utilization and Maintenance Policy (2019-2020)

Facilities Utilization Policy -

Purpose of the Policy

The physical and academic facility policy would provide the basis for equitable allocation and efficient utilization of facility based on the critical needs of educational, research and administrative activities. Central coordination of facility allocation will ensure the effective and optimal utilization of the facilities.

The policy would help to

- (1) Establish standard procedures for the use of physical and academic facilities.
- (2) Properly schedule different activities without any hindrance.
- (3) Increase the degree of communication and coordination among different users and caretakers.

Scope of the policy

This policy is intended to cover the following types of facilities in the College :

- Academic and Administrative Offices
- Classrooms/Seminar Hall
- Gymnasium and sports facility
- Library and Study room
- Academic and Research Laboratories

Classroom assignment and utilization:

The classroom schedule and assignment of the classrooms is decided by time table committee, headed by the Principal. The scheduling and utilization policy consists of a process of distributing classrooms for use in the upcoming semester.. The time table is designed by time table committee so that the available classrooms are used optimally. Classroom use is the time in which the room is occupied for academic classes. Time-table committee will take care to allot classes ensuring that classes are placed in appropriately sized classrooms *i.e.* according to the capacity of classroom and student strength of class. Any difficulty observed by faculty or students should be discussed with chairman of time-table committee. Classrooms can be used for other academic activities and organized events when there is no instructional schedule. Use of classroom for these activities must be made with prior permission of the authority.

Laboratory use and Assignment:

The Concerned Head of Department, Vice-principal and timetable committee decides the allocation of the laboratories according to necessity in accordance to the time table, in such a manner that will ensure maximum utilization without any problems.

Research Laboratories:

Research space is allotted to faculty members and students undertaking research activities or research projects. Research space in the department is allocated for special equipment or laboratory infrastructure. The allocating authority is Research Committee and Concerned Head of Departments.

Academic and Administrative Office:

Office space is allocated to administrative staff, head of department, librarian, physical director or committee as available, in a manner that best advances College priorities. Office to each department is allocated by the principal of the college. Office to Registrar is allocated by the Principal. Offices to other administrative staff are allocated by the Registrar in consultation with the Principal.

Seminar Hall and Conference Rooms:

Seminar Hall and Conference rooms are allotted by registrar of the college. It is allocated for following purposes

- (1) Meetings of college development committee (CDC).
- (2) Meetings of IQAC
- (3) Faculty and staff meeting by the principal
- (4) Workshops, Seminars, Cultural activities
- (5) Meetings of different college committees
- (6) Any other events Permitted by the Principal

The college space is also allocated to external users. While allocating space to external users the care has to be taken so that academic classes and academic activities in the college are not disturbed. The college space is allocated to different users on the basis of

their request. The space is allocated for following activities:

- (1) Classrooms for Competitive exams by government organizations, corporations
- (2) Elections for Local Bodies, Legislative assembly and Parliament.
- (3) Seminar halls for lectures by NGO
- (4) Meeting rooms for alumni meetings

Gymnasium and sports facility:

The rules regarding utilization of Sports Facilities are laid by the college authorities. They aim to serve as general guidelines to internal users and external users and source of information pertaining to College sports facilities. The college authority reserves the right to modify or amend 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

Gymnasium :

A well equipped gymnasium, the schedule of gymnasium is decided by Physical Director in consultation with Gymkhana committee and the Principal.

Rules for use of gymnasium

- Before using fitness equipment every user has to sign in register.
- Every user will use gymnasium facility for scheduled time only.
- Every user should wear proper attire during use of gym. Recommended attires include T-shirts, sports trousers and sport shoes.
- Without special approval, food and beverages are prohibited in gymnasium during sports events, practices.
- Every user should be courteous to other users by limiting his/her exercise at a single station as well as should finish his workout in limited time so that others will get time to work out on station.
- If weights, pulleys and other parts of stations are jammed, user should not try to repair it. Bring it to the notice of physical director.
- To avoid any injury, users should use stations properly.

Library :

Library provides membership of Library to each students & Staff of college. Every students & Staff of the College has to fill library membership form for access the library as well as get the I-Card. Library also gives library service to the external students or Year drop out students on the payment of minimal fees. Library is fully automated by Using "Library Manager Software" Version 2.6.6.0. All reports about the library usage are generated through the Software. Detail information about the library is given on college website.

For maintenance of Physical and academic facilities –The purchase committee looks over this matter, any purchase or maintenance over two thousand rupees has to be put before the purchase committee ,which then passes it and sends it for the approval of the governing body of MVP Samaj Nasik. Upon the approval the work is carried out.



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