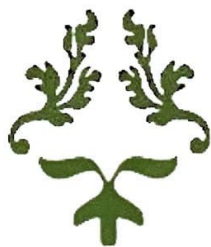




B.P. CHALIHA COLLEGE

**POLICY ON
UTILIZATION
OF PHYSICAL
AND
ACADEMIC FACILITIES
(REVISED)**



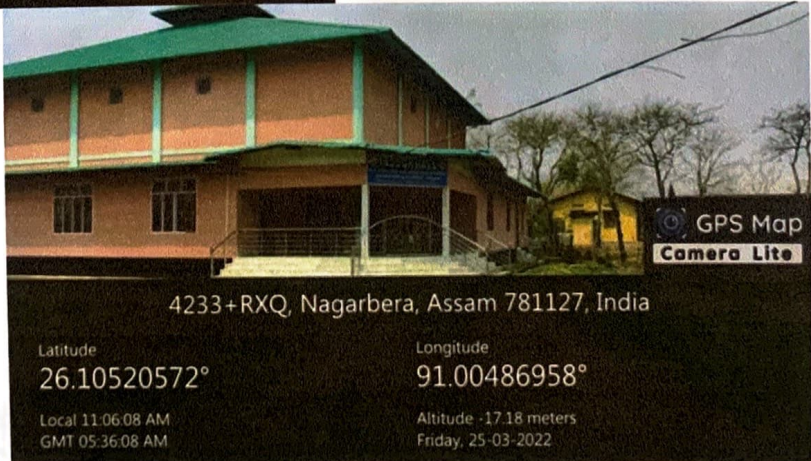
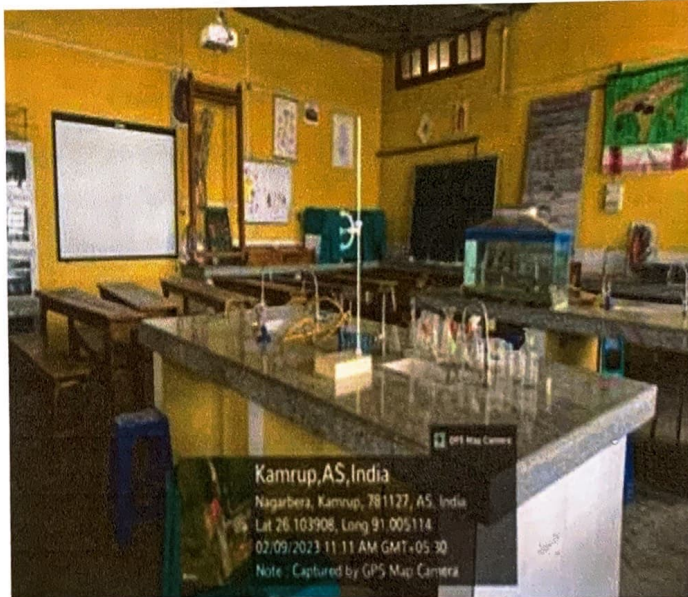
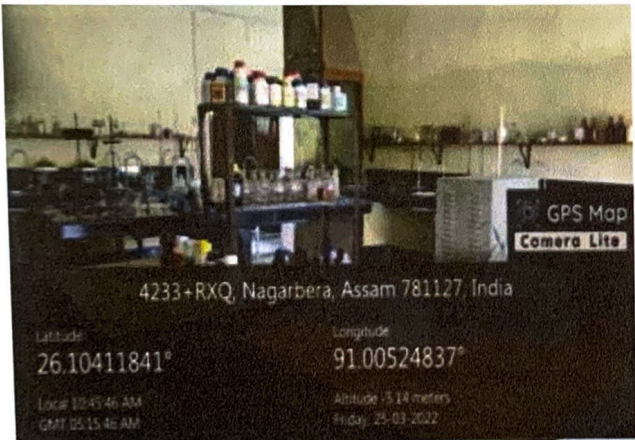
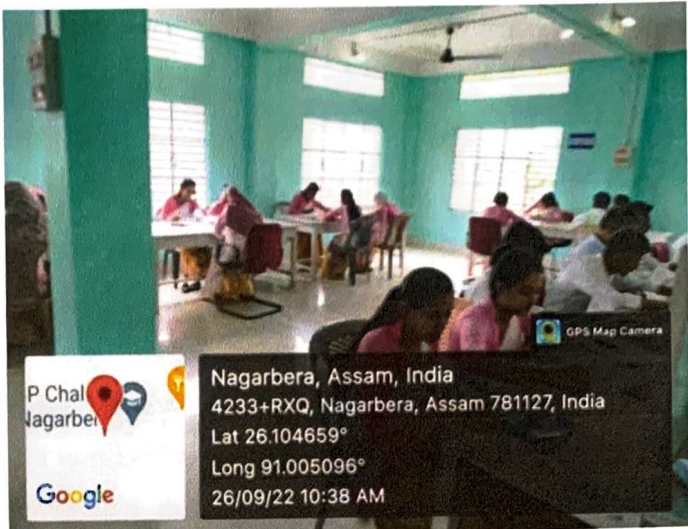
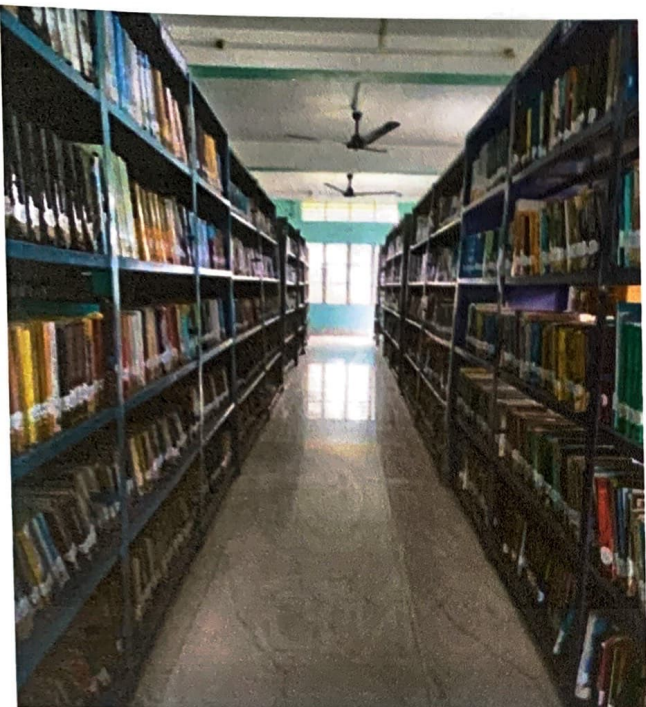


Figure: Some snapshots of Laboratories, library and Indoor Hall

Policy for Use of Physical & Academic Facilities

Purpose

This policy aims to regulate the utilization of physical and academic facilities within B.P.Chaliha college to ensure a safe, organized, and productive environment for all stakeholders. This physical and academic facility policy provides the basis for equitable allocation and efficient utilization of facility based on the critical needs of educational, research and administrative activities. This will result in a quality learning and working environment for students, faculty and staff. Central coordination of facility allocation ensures that facility is used effectively and efficiently. This policy also will provide a framework for the optimal use of physical assets as well as regular review of the College's space needs. This policy document is designed to provide guidance to the College and the community for the use of College facilities. This guidance will:

- (1) Establish standard procedures for the use of physical and academic facilities.
- (2) Properly schedule all types of activities without any hindrance.
- (3) Provide a consistent, effective and efficient approach towards scheduling and usage of facilities.
- (4) Increase the degree of communication and coordination among the stakeholders for efficient and effective scheduling of college facilities.
- (5) Increase the awareness among stakeholders towards facility use for activities and events to be organized in the college.
- (6) Optimize the use of college facilities.

This policy applies only to the use of those facilities located on the college campus

Scope of this Policy:

This policy covers all college-owned or operated facilities, including but not limited to classrooms, laboratories, libraries, sports facilities, auditoriums, and common areas. This policy is intended to cover the following types of facilities on College owned buildings/locations:

- Academic and Administrative Offices
- Classrooms/Seminar Rooms
- Mini gym and sports facility
- Library and Study room

- Meeting and Conference Rooms
- Academic and Research Laboratories
- College gardens
- Common Space
- Storage Space

Definitions

College stakeholders: College stakeholders include (a) students who are enrolled in the college, (b) staff who are working in the college, (c) Auxiliary services, (d) the Student association, and (e) Alumni association.

Event: Event refers to planned meetings, student and faculty functions, extension activities, co-curricular activities.

Facility: Facility refers to building, any structure, laboratory, library, sports space, gymnasium, equipments, furnishing, parking space etc. present in the college campus.

Equipment: Items acquired by the college including, but not limited to, sports equipment, scientific and laboratory equipment, computers and information technology equipment, miscellaneous equipment.

Furnishings: Items acquired by the college including, but not limited to, classroom tables and benches, laboratory tables and storage, workstations, file cabinets, bookcases, office tables and furniture etc.

College Premises: This includes college land and buildings.

Moveable Equipment/Asset: Assets that are not permanently affixed to building so that the asset can be removed and moved from one place to other without costly or extensive alterations or repairs of the buildings. These assets can be used after movement or relocation.

Acquisition Value: The original purchase cost of an equipment asset and entered in dead stock register, or the value assigned to an equipment asset acquired contribution or a transfer from an external or internal unit.

Perishable items: Items that are perishable like wires, glassware, chemicals, papers etc.

User Categories:

1) Internal User:

This refers to departments, office, committees, teachers, students on roll, non-teaching staff.

2) External Users:

This refers to government and non-government organizations, alumni etc.

Activity and Event Categories

- 1) Academic classes: This includes to classroom lectures, laboratory practical sessions, guestlectures on curriculum, student seminars.
- 2) Academic activities: This refers to any program, meeting, or activity that is not an academic class but it is directly related to the delivery of formal curriculum.
- 3) Organized event: Seminars and workshops with the help of funding agencies, extension activities, sports events, cultural programs and competitions.

Classroom Assignment and Utilization: Overview

Effective class and classroom scheduling is critical to the academic mission of the College. This scheduling enables students to attend classes they need and prepare their schedule accordingly. It also enable to arrange faculty to teach. This scheduling policy enables the college to utilize institutional resources efficiently. This policy also provides guide to start new courses and programs by taking into account the current utilization of space and availability of space for new programs. Most of the classrooms are general purpose classrooms, basic classrooms that are owned and managed by the college. These classrooms are specifically used for academic classes. This process is applicable to all departments that schedule classes on the college campus.

Authority for Assignment of Classroom Space

The classroom scheduling and utilization is decided by time table committee. The scheduling and utilization policy consists of a process of distributing classrooms for use in the upcoming semester based upon their distribution and use in a prior semester. Requirement of classrooms are decided by vice- principals on the basis of number of divisions and work load and conveyed to the time table committee. 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. No any classroom will be used for other academic activities or events during the hours of 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.

Standard time-table for classroom instructions is necessary to optimize classroom utilization. Standard time-table enables students and faculty to create workable schedules. The college schedules classes with specific start and end times on every day of the week. The standard schedules are:

- Arts and Commerce undergraduate classes are scheduled from 9:00 am to 4:00 pm from Monday to Saturday every week.
- Science undergraduate classes from 9.00 am to 2:00 pm from Monday to Saturday every week.
- Science practical sessions are scheduled from 2.00 to 4:00 pm from Monday to Saturday every week. Sometimes the practical classes also rescheduled before 2.00 pm.
- Higher secondary arts and Science classes from 9.00 to 4.00 pm including practicals.

General Classroom Assignments:

Faculty with health issues or physical disabilities will be given priority to schedule their classes at appropriate classrooms. The class which has enrolled “Divyang” students will be given priority in assigning the classroom which is easily accessible.

Academic Activities that are scheduled in classrooms:

Sometimes academic events like students’ programs, guest lectures, placement activity, science exhibitions, poster presentations, cultural rally etc. scheduled in the classrooms. For such activities permission must be taken by organizers from the Principal of the college. Permission will be given to use the classroom so that it should not conflict with academic classes’ schedule.

Laboratory space Utilization and Assignment: Overview

A laboratory is a space of building or facility that provides controlled conditions in which scientific or technological research, experiments, and measurement may be performed. College laboratories are rooms used primarily for formally or regularly scheduled practical classes that require special purpose equipment, experimentation, observation by the students. The college has Physics, Chemistry, Botany, Zoology, Computer Science, Statistics, Geography, English and education laboratories. The students are divided into batches and practical sessions are arranged batch-wise.

Authority for Assignment of Lab Space

Availability of time schedules of the laboratory is conveyed to time-table committee by head of departments. The time schedule of the batches is decided by the time table committee and

conveyed to head of the department. The schedule of laboratory is decided by time-table committee with the help of head of the departments in such a way that the laboratory is used optimally. Departments are encouraged to assign and configure assigned laboratory space to maximize utilization and align use with the Faculty’s academic goals. Head of the department allots part of laboratory space to each batch, when there are more than one batches at the same time. The head of the department should adjust space in such a way that there should not be dispute between practical In-charge of different batches. In addition to practical sessions, the laboratory space is used for research purposes by faculty and students. Head of the department will schedule time for the research purpose so that it should not conflict with practical sessions.

Standard Class Times and Days

From Monday to Saturday

Classes	Time Schedule	
	Theory	Practical
Undergraduate (Arts and Commerce)	9.00 am to 4.00 pm	-----
Undergraduate (Science)	9.00 am to 2.00 pm	2.00-4.00 pm
Higher secondary science and arts	9.00 am to 2.00 pm	2.00-4.00 pm

Students have to attend practical sessions according to the curriculum of Gauhati University. Standard time-table for practical sessions is necessary to optimize lab utilization. Standard time-table enables students and faculty to create workable schedules. The time table committee forms practical batches according to norms set by UGC and Government of Assam for student strength in each batch. According to number of batches and availability of lab space the schedules of practical sessions are arranged. The time table committee (TTC) schedules practical sessions with specific start and end times on every day of the week.

Administrative Office space

Administrative office spaces are rooms or cabinets assigned to one or more individuals on a regular basis containing furniture and other equipment and used by administrative and support staff. These include single or multiple-occupancy rooms for Principal, Vice Principal, Head of departments, Librarian, Physical director, administrative staff as well as rooms directly serving office space in this category such as conference rooms, file rooms, computer rooms for administrative use, waiting and reception areas, storage areas, private toilets, rest and changing rooms. Administrative space is allocated to individuals based on need; on the size and complexity of departmental operations.

Administrative Office space Assignment Policy:

- Office space is a College property that will be allocated to administrative staff, head of department, librarian, physical director or committee as available, in a manner that best advances College priorities. No individual "owns" the space to which it has been allocated.
- Assignment of multiple offices for faculty and staff is generally not permitted unless there is a true demonstrated need.
- Office to each department is allocated by the principal of the college. Cubicles space in the department is allocated to individual faculty members by concerned heads.
- Office Superintendent Cabin is allocated by the Principal. Offices to other administrative staff are allocated by the in consultation with the Principal.
- The college will ensure that all offices are occupied. When any office is left unoccupied for significant period of time due to sabbaticals or other leaves, the college may use this office for other purposes as need arises.
- If an office space remains underutilized; the head, Office Superintendent or administrative staff is required to provide justification for this.
- When offices are left unoccupied for significant periods of time, such as during sabbaticals or other leaves, Department should use these spaces to alleviate pressing space needs.

- If an office space remains underutilized for a period longer than one year, the Department will be required to provide a justification for maintaining use of the space.
- Office space may not be assigned to non-campus organizations without prior approval from Authorities of Pune District Education Association.

Storage Space

Storage space is required for office staff for storage of old account books, old admission documents, and other important files. Storage rooms are built by the college for storing these materials. The storage space is allocated to office staff members according to the need and importance of the material to be stored. The Office Superintendent has authority to allocate storage space in store rooms. The material will be classified and stored. Relocation of storage space is done by the registrar on the basis of need and request of staff.

Storage space in the department is allotted by respective head of the department.

Common Space

Common space present in the college is allocated to different activities such as exhibitions by departments, extension activities, alumni meets, and cultural activities. The common space is allotted to the activities with prior permission of the principal of the college. Permission is given to organize these activities when there are no academic classes. Common space is allocated to internal users only. The common space is not allowed to use for political purposes.

Departing Staff's Office

It is obligatory for departing administrative staff, faculty to ensure that office furniture be left in place and office keys are returned to the authority. If permanent faculty or administrative staff member request for relocation of his/her office to the office vacated by departing staff, application must be made to the principal. The offices vacated by departing staff will be reallocated to other staff by the authority.

Space Allotment for Academic Activities and Extension Activities:

Overview

The academic activities are organised in the college for effective delivery curriculum. Guest lectures, seminars, science exhibitions, management week and other programs arranged by different departments for students. These programs are helpful for students to get knowledge or recent developments in the subject. For these activities space is required. The space is allotted to these activities on the basis of importance of the activity and number of students participated in it.

Conference Room:

Conference room is allotted to the activity. 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) Small training workshops for faculty and staff
- (5) Meetings of different college committees

Conference hall is equipped with LCD and projector, 02 computers and internet facility. When the conference room is required for the different activities at the same time then priority will be given to the activity according to above list. Other activities will be organized in other rooms which are decided by the office management.

Seminar Hall

Seminar Hall: 140 sq. meters area with Audio and video (LCD projector) facility. Occupancy- 200seats.

The computer technician and electrician make all arrangements in the seminar halls. The seminar halls are allotted according to following priorities

- (1) Workshops/Conferences organized with the help of funding agencies
- (2) Guest lectures for students
- (3) Guest lectures for faculty and staff
- (4) Lectures by faculty to students
- (5) Placement drives for students
- (6) Extension activities
- (7) Activities by external users

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) Seminar halls for lectures by NGO
- (3) Meeting rooms for alumni meetings

No space is allocated for political programs by political parties.

Library Space Utilization and Assignments: Overview

Library space is classified into five categories: study room, stack, open-stack study room, online resource room, and study service. Study room contains seating arrangement for students to study during allotted time. Library space contains stacks which is the space used to house arranged collections books and other educational materials for use as a study resource. The library space also contains equipment or materials like computers, multimedia carrels, LCD TV, CD and DVD players that are used as learning aids. The library space is not restricted to a particular academic discipline or programme.

Authorized Library Space Users

Library space facilities are extended to current students, faculty and staff of the college. The facility is also available to members of Pune District Education Association. External users such as alumni, parents and other persons can use library space facility with prior permission of the Librarian. Special fee will be charged to external users if they want this facility for longer time. The librarian ensures that there is no misuse of the space by any user.

The schedule for study room is decided by the librarian to 6 pm every day except on holidays. No student will be allowed to seat in the study room when his or her academic classes are scheduled.

Library study room will remain open for additional time during examination period.

Library and Information Centre:

Library sections

1. Internet Section
2. Reading section
3. Periodical Section
4. Acquisition Section
5. Stack Rooms
6. The collection includes, reference books, Research Journals, Magazines, Textbooks, online database (NLIST), CDs, etc.
7. Adequate furniture for providing all the services and facilities and that for all in-house processing tasks

Sports Facilities

The Sports Facilities Rules designed by the college 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.

Playground: The Institution has 2 acres area allotted for outdoor sports activities. It comprises of playground with 400 meters with six lane running track, Basketball court, Volleyball Court, Football, Kho-kho and Kabaddi Grounds, Ball-badminton Court, Jumping Pit and Cricket ground. The major coaching is provided for sports like Weight Lifting, Wrestling, Boxing, Chess, carom, table tennis, kabaddi, kho-kho, volleyball, Ball Badminton, Football, Cricket, Athletics, and Cross Country etc.

- a. Yoga Center: The open place, playground is used for Yoga training programs, add on courses,

Ground	No.
Volleyball	01
Running track	01
Kho-Kho ground	01
Kabaddi ground	01
Foot ball ground	01
Jumping pit	01

International Yoga Day, Special Training Program for Pilgrimage (During Alandi-Pandharpur *Palkhi*).

Facilities for cultural activities:

Open Platform is used for cultural activities, Training and workshops are conducted in the Seminar Hall. The special events like Sharad Youth Festival, Annual Prize Distribution and Cultural Program activities are conducted in the pandols and seminar hall. The Acharya Atre Auditorium, Municipal Council of Saswad is hired, if needed. The Cultural activities like Drama, One-act play, Dance, Mimes, Mimicry, Film Club etc. are organized throughout the year for the preparations of the different competitions at College/University, State and National levels.

Girls' Hostel with Dining Hall: Spacious, ventilated rooms are provided with attached bathrooms

and recreation hall. Solar water heaters are also installed **Girl's Hostel:**

EQUIPMENTS

College Equipments:

The college owned equipment such as computers, LCD projector, printers, audio-visual are to be operated only by properly trained personnel who are authorized by the College. For computer and LCD Projectors college has appointed one computer technician. Audio amplifiers and speakers are operated by an appointed electrician. Internal users requiring the use of College equipment shall request these services when reserving the facilities. Technicians will make arrangement of these equipments and will makesetup at the appropriate places as suggested by users. If an authorized technician is unavailable, the use ofthis equipment will be denied.

Laboratory Equipments:

The college is the owner of all equipment purchased using different funds of the college. For practical and research work equipment are purchased by the college and given to the departments. Custodial Departments have primary responsibility for the care, maintenance, physical inventory, and control of the equipment in their custody. Head of the department has authority to allot the equipmentto internal users. Head of the department will see that the sufficient equipment will be available for practical sessions and research work from the available equipment in the department. Head of the department ensures that:

- (a) With the help of faculty in the department provide accurate, timely, and complete information regarding equipment status and condition (e.g. acquisition, loss, movement to a new location, obsolescence) to the competent authority;
- (b) Find the requirement of the equipment for practical sessions and research.
- (c) Initiate the purchase of equipment by placing the list of required equipment to competent authority

- (d) Authority will check for funds availability and verify that the purchase is allowable;
- (e) Upon receipt the equipment, thoroughly inspect all equipment to ensure that it is as ordered and undamaged.
- (f) After purchase of equipment assign proper object codes to equipment and enter it in dead stock register with the help of Lab assistant;
- (g) Participate in the performance of the physical inventory and system audits by identifying the equipment items;
- (h) Participate in researching and resolving equipment issues;
- (i) Bring immediately to notice of authority if there is damage or theft of equipment. The physical inventory is performed by HOD with the help of laboratory staff on a biennial basis to verify the condition, location and usage of equipment owned by the department.

Equipment Retirement/Disposal policy

In case of disposal of any equipment from the department's dead-stock register, the concerned head of the department makes a list of such equipment and submits it to the office before CDC meeting, after sanctioning of such list from CDC such proposal sends to PDEA and after PDEA's sanctioning respective equipment will be removed from the dead stock register.

*Approved in the GB meeting
held on 05/12/2023.*



[Handwritten Signature]
Principal
B.P. Chaliha College
Nagarbera