

## **SIES Nerul College Of Arts Science and Commerce.**

### **PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.**

SIESASCN has established a transparent and detailed procedures for the utilisation and maintenance of all physical, academic and support facilities and is intimated among all the concerned stakeholders. The detailed procedures and related policies are as follows:

SIESASCN every academic year end does a detailed resource planning and budgeting for the next academic year. The process begins with new requisition form being filled by all course co-ordinator, lab -in charge and librarian. The requisition is for detailed planning for the upcoming years for IT, Stationary, Lab Equipments and library requirements. The Current resource available are listed and new requirements are budgeted. The budget is then discussed with the Principal, Registrar and office superintendent . After making if any amendments the budget is approved and allocated to the college. Thereby when ever any departments need to avail the resources need to raise PR/PO and the resources are provided.

1. Resources are ready and made available whenever required
2. Resources are repaired, calibrated, maintained and upgraded at optimal levels
3. Resource utilisation is tracked and records maintained
4. The availability of the resource is made known to SIESASCN and campus community

5. Notify the Principal, Register, Office superintended or Course Co-ordinator in case a resource is underutilised or not utilised Below is a non-comprehensive list of all the major resources of the institute:

#### **Utilisation of Resources:**

- 1) Availability of resource is verified with the concerned In-Charge.
- 2) Permission for the utilisation is taken from the respective authorities.

It is communicated by raining PO/PR to the In-Charge so as to make the resource available.

### Procedure for Repairs and Maintenance of Resources:

- 1) Every In-Charge regularly checks the resource available in their custody and verifies its working condition.
- 2) Accordingly report of non-working material is communicated to the Course Co-ordinator/ Registrar.
- 3) Registrar complies all the complaints and segregates them in urgent and annual maintenance categories.
- 4) The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the Registrar.

The annual maintenance resources are forwarded at the end of every academic year after thorough inspection of the equipment.

Resource type	Name of resource	Resource in charge	Record Document
<b>Rooms</b>	Classrooms	Course Co-ordinator	Timetable
	Laboratories (UG, PG, PhD)	Lab In-Charge	Timetable, Dead stock register
	Conference Room	Office superintendent	Schedule
	Auditorium	Office Superintendent	Schedule
	Staff Rooms	Upkeep and maintenance committee	Staff allotment of Desk Space
	IQAC	IQAC Coordinator	
	<b>Resource Centre</b>	Skill Development Cell	Librarian
<b>Library</b>	Infrastructure, books,	Librarian	register
	e-source, IT facilities		
<b>IT resources</b>	Computers and	Lab Co-ordinator	Dead stock
	Networking Resources		register
	Portable projectors,	Course Co-ordinator or Lab Co-ordinator	Dead stock
	laptops and other		register,
	equipment		register
Wi-Fi	register		
<b>Sports</b>	Gymkhana	Sports In-Charge	Sports equipment

			stock register, sports schedule	
<b>Cultural</b>	Students' Council Room,	Students 'Council In - charge	Election and Constitution, Activities, Record of Achievements	
	Open Area for Practice, Auditorium, Open stage, Quadrangle,			
	N.S.S./ DLLE Room, Open Area for Practice Auditorium		N.S.S./ DLLE In charge	Constitution, Activities, Achievements