

**PETLAD EDUCATION TRUST MANAGED
SHRI R. K. PARIKH ARTS AND SCIENCE COLLEGE, PETLAD.**

ACCREDITED BY NAAC : B+ GRADE (2017-2022)



Physical and Academic Facilities -Utilization and Maintenance Policy

Prepared by Internal Quality Assurance Cell
(IQAC)

2017-18

Facilities Utilization Policy:

The Purpose:

The physical and academic facility policy would provide the basis for fair allocation and resourceful 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 prepared 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 according to the capacity of classroom and student strength. Any difficulty observed by faculty or students should be discussed with convener 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 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:

Administrative office space is allocated near Principal's office for administrative staff and office superintendent in a manner that best advances College priorities and easily accessible to the students. Science departments have their departmental offices where HODs and teaching staff can work contentedly. There are separate spaces for laboratory assistance and technician for their day to day work. A well maintained and organized museum is an asset of our College.

Meeting Rooms and Central Hall :

Meeting rooms and College Central Hall are allotted by Principal of the college. It is allocated for following purposes

1. Meetings of IQAC
2. Meetings with management
3. Faculty and staff meeting with the principal
4. Meetings with alumni and parents
5. Workshops, Seminars and Cultural activities
6. Meetings of different college committees
7. Any other events Permitted by the Principal

The college central hall and playground 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) Central hall for lectures by NGO.
- (4) Meeting rooms for alumni meetings.
- (5) Playground for local sports activities and government functions.

Sports facility and Gymnasium:

The rules regarding utilization of Sports Facilities are laid by the college authorities. They aim to serve as general guidelines to internal 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 are 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

The sports complex is fully equipped with indoor and outdoor sports equipment and a well equipped gymnasium. There students availing sports facilities are vulnerable to injuries and mild ailments, hence requiring **first-aid** care. The first aid kit is available to provide immediate **first-aid** care in the absence of any health professional. The schedule of gymnasium is decided by Physical Director in consultation with sports committee and the Principal.

Rules for use of sports complex:

- 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 and the utmost care is taken for the use of all the sports equipment.
- Any sports equipment need repair or service, user should not try to repair it. Bring it to the notice of physical director.
- To avoid any injury, users should use sports equipments 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. The library issue-return policy is transparent and well defined and the students are Issued 2 books on their account for 1 week & Staff can be Issued 25 books for 1 year. Library also gives library service to the external students or drop out students. Library is fully automated by using "SOUL". All reports about the library usage are generated through the Software.

Maintenance Policy :

For maintenance of Physical and academic facilities, the maintenance committee looks over this matter. This committee is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure and other related facilitates. The committee ensures that annual building and other maintenance requirements are satisfied. Identification and planning of preventative maintenance needs is also an important one.

The committee regularly reviews the condition of the campus building, ground, utilities and other infrastructure to ensure their adequacy. The committee has very transparent policy for purchase of goods through any purchase or maintenance over two thousand rupees has to be put before the purchase committee for review and sends it for the approval of the management of Petlad Education Trust. Upon the approval the work is carried out.