Policy Title : INFRASTUCTURE UTILIZATION AND MAINTENANCE POLICY

The objectives of the Infrastructure Utilization and Maintenance Policy and Processes are:

- To achieve optimum utilization of facilities and services for the benefit of stakeholders
- To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities
- To reduce probabilities of accidents at workplace for ensuring safety
- The policies are meant for day –to-day dealing. They provide guidance to all members in academic areas.
- The physical and academic facilities are implemented by policies to optimize the use of Resources based on needs of Education, Research and Administration
- The coordination between facility allocation and utilization ensures the optimal usage of Resources like Laboratories, Sports Gym, Library and Classrooms inside the campus.
- College policy is to have an effective mechanism in place for the upkeep of the infrastructure and other facilities so as to have optimum utilization of the facilities in order to have effective and smooth functioning of the college.
- To prevent misuse and misconduct of Resources and Services
- To achieve timely up-gradation, replenishment, repairing and replacement of Resources and Services
- To set standardized maintenance and utilization procedures for Resources.

	Policy Title: Infrastructure Utilization and Maintenance Policy	
1.	Administrative Policy Number (APN): (Suggested By IQAC)	Functional Area:
2.	Brief Description of the Policy:	The College has established a system for Maintenance and Utilization of Computers Labs, Classrooms, Sports Gym, Laboratory Equipment and other Infrastructural facilities. The procedure and policy for the maintenance of various infrastructural facilities are presented in this document.
3.	Policy Applies to:	Dr. B.M.N. College of Home Science
4.	Effective from the Date:	September 2019
5.	Approved by:	
6.	Responsible Authority	Department HOD

7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	
9.	Reason for the policy	To smooth line the policy
10.	References for the policy	University/ HRDC/ etc.

Target Group :
- Management of the College
- Principal
- Teaching Staff
- Non Teaching Staff
- Campus Manager
- Students
- Parents
- Vendors

3. **Procedures to be followed:**

INFRASTRUCTURE UTILIZATION POLICY

- The College ensures optimal allocation and utilization of the available Financial Resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the College as per the requirements, in the interest of students.
- **Master Time Table** is prepared to facilitate maximum use of all class rooms and labs.
- **Standard Operational Procedures** for handling various Committees, equipment and instruments are to be strictly followed.
- The Institution possesses spacious **classrooms** which have sufficient number of fans and tube lights and desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance appointed by the Management.
- Classrooms with furniture, teaching aids and laboratories are maintained by the respective Department staff and attendants and supervised by the respective Heads of the Departments.
- The College gives **Classrooms on rent** for conducting exams during holidays and vacations.
- Separate Laboratories are allotted for classes based on a timetable.

- The Institution has 7 **Computer labs** which have around 150 desktops. The systems are maintained with the help of the hardware technicians appointed exclusively for this purpose by the Management.
- There is a separate Lab Time-Table for all the courses. 7 labs are allotted for different programs according to their requirements.
- College has 20 **Smart Class Rooms** with Interactive Projectors, Whiteboard, Laptops, Sound System and Internet Connection. Smart classes combined with the Internet opens the door to the vast world of online study materials. It can leverage the maximum potential of online materials for learning and teaching. This way, the education would not be restricted to our textbooks.
- College has **Conference Room** with Smart Board, LCD Projector, Mic and Sound System. The Staff organize Induction/Orientation Functions, Guest Lectures, Workshops, Department Meetings, Staff Common Meetings, Mock Interview, Placement Drives, Alumina Meet, Board of Studies Meetings, Academic Council and Governing Council Meetings. The Staff has to book the Conference Room by writing the event details in the Seminar Booking Book available in the Staff room of the BCA Department.
- The College has a **Language Lab** with Tutor and necessary Audio Visual equipment where students actively participate in Language Learning exercises, batch wise for all the Departments. In the Language Lab students can access Audio or Audio-Visual materials.
- The College Computer Labs are used by all the Departments for conducting computer related Practicals, filling Online Admission forms, Guest Lectures, Workshops, MOOC Courses , Placement Drives etc. It is also given on rent for conducting Online Exams.
- The respective faculty members, staff, lab assistants are given the responsibility to maintain the equipment under their purview.
- Departmental requirements for new purchases and maintenance of old is collected every year by the Principal and approved by Management during the Officer Bearer's Meeting held every Wednesday and Governing Council Meeting which is held on the second Wednesday of every month..
- Ramp and toilet for specially **challenged students** are in place.
- **Library**
  - ✔ The College has well equipped library with necessary books, Journals, magazines and periodicals.
  - ✔ The Library is open on all days between 8.00 a.m. to 5.00 p.m. except Sundays and Government Holidays as declared by University of Mumbai.
  - ✔ Library is fully automated using the web based software
  - ✔ Issuing of Books is done between 9.00 am to 3.00p m
  - ✔ Library is divided into Library books, Reading room, Gandhian Study Center

✔ Students are allowed open access for the books.

✔ College has an **Examination Center** on the fourth floor with necessary equipment for Conducting exams.

✔ **College Hall** (seating capacity of 350) and **Auditorium** (seating capacity of 280) has been given on lease by the College Management to Ambika Decorators. Ambika Decorators rent the College Hall and Auditorium for marriage functions, condolence meetings, Corporate Meetings etc.

✔ The College staff can organize Induction/Orientation Functions, Guest Lectures, Workshops, Career Fair, College Annual Fest, Intercolligiate Fest, Placement Drives, Balmela, National and International Seminars, Parents Teacher Association Meet, Alumnia Meet, Yoga Sessions etc.

✔ For organizing events in the College Hall and Auditorium the College staff has to book using the booking slip (Containing Date, Function Name, Requirement of the Event, Name and Signature of the person who booked and signature of the Principal) which is available at the College office. The Booking slip with Photo copy of booking slip has to be sent to Ramwadi (Head office of Ambica Decorators), Matunga for acknowledgement.

✔ The **Prangan – Experimental Nursery** is used by the Human Development Department. The College uses this Nursery for Departmental and Non teaching Meetings, Workshops and also rents it for birthday parties and dance classes.

✔ The **Activity Hall** on the 9th Floor, (seating capacity of 100) is used by all the Departments for conducting Guest Lectures, Workshops, Seminars, Yoga Sessions, Yuva Mahotsav Rehearsals, College event Rehearsals etc. The Hall has fixed LCD Projector, Screen and required Mic and Sound System. The Staff Book Activity Hall by writing the event details in the Activity Hall Book available at the College Office.

● The College has a **Canteen** which Management has given on rent.

● The College has a **Photocopy Machine** which is placed in the Examination Center and used for taking photocopies of Question papers, Feedback Forms and other College requirements.

● **First Aid Kit** with necessary medicines is kept on Ground Floor, 2nd Floor, 5th Floor and Library.

● It is mandatory for all the Departments to carry a First Aid Kit while travelling on Study Tours.

● **Fire Extinguishers** are placed at appropriate places and they are replaced periodically. The demos regarding its use are given to staff and students for its prompt use. The location of the Fire Extinguisher and First Aid Kit are displayed on the Ground Floor of the campus.

● **Dead Stock Register** is maintained and updated regularly.

- Old and outdated equipment, chemicals and instruments are discarded by the concerned Departments after taking the approval of the Principal and Management.
- **CCTV** Cameras were installed in the entire campus to monitor security and safety.
- There is a **Documentation Centre** for Administrative staff on the 4th Floor to keep the old records of the office.
- **Sanitary Napkin Vending Machines** are placed in the Students' toilets on the 2nd Floor, 4th Floor and 5th Floor.
- On account of **Corona virus** pandemic – as per the instructions from the Management all floors were cleaned with Lizol disinfectant, and toilets were cleaned with bleaching powder with immediate effect. Additionally, Soap bars were kept in all washrooms, Hand Sanitizers were kept near the Biometric Machine and Security personnel at the college gate were given hand sanitizers to offer to all who enter the College.
- **Stakeholders'** suggestions are also considered.
- **Students are sensitized** regarding cleanliness and encouraged for energy conservation by careful use of electricity in classrooms through notice and flex board displays.

Any **deviation/discrepancy** in any of the above is to be brought to the notice of the Principal immediately.

Infrastructure Maintenance Policy

- **Security Manager** has been appointed by Management to monitor day to day maintenance of infrastructure and safety and security of the entire College premises.
- The Management had appointed 4 **Fire Marshalls** out of 12 trained staff. They were given adequate training to handle the Fire Extinguisher, First Aid and were made aware about lift safety measures during an emergency. A quick, immediate response was given.
- **Maintenance Complaints Muster**: The Grievance Redressal Cell has decided to maintain a Maintenance Complaint Muster which will be made available in the College office. All teachers and students are required to write their complaints about maintenance related problems like cleanliness, light, fan, tap etc. to help in speedy problem solving.
- The Heads of Departments of the College conduct a **periodic review** of repairs and maintenance requirements of their respective Departments.
- The Cleaning and the Maintenance of the classrooms and laboratories are done by the non-teaching staff and outsource staff as per cleaning schedule which is monitored by Head of the Department/Floor In charge and Campus Manager. Each Floor is assigned to a Maushi for the cleanliness of the entire floor.
- Purchasing new tables, benches, chairs, boards, screens, curtains and other consumables is done by raising the requisition to the Principal and the same is presented before the Management for approval

- Maintenance of **ICT Facilities** in Campus : The Computer Centre and its support staff maintain the ICT facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation.
- The **IT infrastructure** like Computer Labs, Computers at Office, Departments, Staff Rooms etc. are repaired and maintained by Two Full time Hardware Engineers allotted by Porwal Systems and Services as part of AMC.
- The Computer Department purchased new bandwidth and installation of anti-virus, as well as new software for the College with the approval of the Principal and Management.
- The College has provided Six Cable Internet connection of 40 MBPS speed for all the floors. These connections are provided to 1) College office and Nursery (sharing) 2) Language Lab 3) College WIFI and Smart Class Rooms of all floor 4) BCA Department (5th Floor) 5) Beauty Parlour and 6) Library.
- **Campus Wi-Fi** is maintained by Computer Center Staff.
- The Canteen Manager supervises the day-to-day operations of the canteen and menu selection. The Canteen Manager will be responsible for the overall cleanliness and presentation of the canteen inside and outside. The College Canteen Committee will monitor the canteen.
- Maintenance of **Campus Cleanliness**: Cleaning of the Campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team.
- **Laboratory Rules and Regulations** are prepared and displayed for students
- **Toilets** are cleaned twice every day. The whole campus area is maintained by the outsourced Staff who reports the completion of work to the Campus Manager appointed by the Management.
- Maintenance of **Solar Panel** is done through outsourcing, which is maintained and supervised by Campus Manager.
- The calibration, repairing and maintenance of sophisticated **Lab Equipment** is done by the Lab Assistant of the concerned Department.
- The **Microscopes** used for biological and geological experiments are annually cleaned and maintained by the concerned Departments and a record of maintenance is maintained by Lab Assistants and supervised by HODs of the concerned Departments
- There is systematic disposal of waste of all types such as B**io-degradable chemical/chemical** and e-waste in the campus.
- There are Technicians, Masons, Plumbers, Carpenters and Painter deputed by the Management who ensure the maintenance of classrooms and related infrastructure
- The College has **E-Waste Collection** Corner throughout the year on the 5th Floor with following objectives

- ✔ To encourage students to dispose electronic waste in a responsible manner.
- ✔ To teach them the importance of e-waste collection drive.
- ✔ To sensitize them about the harmful effects of irresponsible behavior of disposing e-waste
- The College has Plastic Collection Center on the Ground Floor, to inculcate in students a healthy, ethical and responsible attitude of discarding plastic waste which is then donated to NGO Sampoorna Earth.
- The College Website is maintained regularly by AMC with Gfxbandits IT Solutions LLP
- **Dead Stock Verification** and Inspection is carried out by the Heads of the Department at the end of the Academic Year and reviewed and signed by Principal.
- Technician visits the site by filling the gate pass and completes the maintenance as required. Head of the Department signs the Job Completion Report.
- Bill is generated and processed through the concerned authorities and forwarded through the Principal for final payment.
- All monthly/yearly maintenance bills are brought to the notice of the Principal of the college, Treasurer and Secretary of SMES.
- The Staff has to fill the **Gate Pass** with necessary details and signed by Head of the Department for sending any equipment outside the college.
- The Staff has to inform the Campus Manager at least two days prior about any Intercollegiate event which happens in the College campus in writing with the signature of Principal.
- An **Electrician** has been specially appointed to look into electricity related problems
- The maintenance of the **Sanitary Napkin Vending Machines** is taken care of by the Floor In charge of the respective Departments.
- There are ample W**ater Storage** facilities to ensure 24 hours water supply. Personnel are also designated to monitor the Facilities.
- There is **CCTV** surveillance throughout the college/ library with the assistance of Campus Manager.
- **First Aid Kit** requirement and medicines orders are regularly placed by the office Staff Mr. Rakesh Bhatt by taking permission from the Principal.
- Two **Hardware Engineers** have been appointed by the Management for giving Technical help in all Smart Class Rooms
- Being a Home Science Institution, there are no sophisticated instruments for calibration. Equipment in the Textiles lab has been calibrated and the maintenance book is kept by the Department.
- Mumbai city does not suffer from **Voltage fluctuations**. Still, a UPS for Server & Stabilizer is provided for Computer terminals and servers on the 5th Floor.

- RJ Brothers were appointed for visiting twice monthly for **Computer Cleaning** throughout the campus
- Duties were allotted to all Maushis for Floor Wise schedule of Cleaning and Regular Upkeep
- AMC **Library Automation** Software was given.
- The Institution has **Annual Maintenance Contract** (AMC) for physical facilities and equipment and maintained on regular basis.

Annual Maintenance contracts have been given for the following:

Sr. No	Item to be maintained	Name of the Company	No. of turns in a year	Contract term/ AMC
1	Computer	Porwal Systems and Services	Allotted 2 persons for systems maintenance throughout the year	Yearly
2	Security/ House Keeping	Guarder Protection Pvt. Ltd.	Appointed 8 persons for security throughout the year	Monthly
3	Air conditioners	Metro Air condition Services	3 Turns (Quarterly)	Yearly
4	Water Coolers	Perfect electrical	Quarterly	Yearly
5	Computer Services	R J R Brothers	Cleaning of Hardware Fortnightly (24)	Monthly
6	Lifts	Excel Lifts, Escon Elevator, Famous lifts	3 Turns (Quarterly)	Yearly
7	Water Purifiers	A-one Enterprises	3 Turns (Quarterly)	Yearly
8	Lights & Fans, Refrigerators, Gym Equipment, Carpentry	Verma Electric Services	On Call. As and when needed	-
9	Paint work, Furniture	Virendra Prasad	On Call. As and when needed	-
10	Flooring	Sadique Bros.	On Call. As and when needed	-
11	Pest Control	Pest Care Services	4 Turns	Yearly
12	Sewing Machine	Amson Sewing Machine repairing	Quarterly	Yearly
13	Tally Software AMC	Antraweb	On Call	-

- **Library**
- ✔ The process of renewals should begin at least four months in advance so that the subscription for journals and magazines is continued without any discontinuation in issues.

- ✔ The addition and deletion of journals and magazines for the next calendar year is done through recommendation from Departments.
- ✔ The Library will continue the existing subscription for journals and magazines, if no recommendations are received.
- ✔ Physical verification of the library stocks is carried out to identify the losses, misplacement and mutilated documents that needs repairs or to weeding out from the library collection
- ✔ Weeding out of the out-dated, unwanted and old syllabus books is done as per the recommendations of Library Committee.
- ✔ Document maintenance includes Shelving, Dusting and Cleaning, Shifting and Rearrangement, Shelf Rectification, Stock Verification, Binding, Preservation, Care and Weeding out of Documents is done.
- ✔ Documents in the Library are arranged in a logical order to save the time of the users as well as staff.
- **Sports and Gym Facility** :
- ✔ The Sports Equipment, Fitness Equipment, Ground and various Courts in both Campus are supervised and maintained by the full time Gym Trainer. Expensive equipment in the gym is maintained through Annual Maintenance Contract. Ground level maintenance is done annually during the vacation in addition to the seasonal maintenance done once in every three months. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the Sports equipment.

4. Any related forms and documents that may be required. If ready, then attach the same.

Enclosures:
- The Deadstock Register
- Hall Booking Slip
- Maintenance Muster
- Gate Pass book
- Activity Hall Booking Book

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