



The South Indian Association's

**THE S.I.A COLLEGE OF HIGHER EDUCATION**

Accredited with B+ by NAAC

(Affiliated to University of Mumbai)

P-88, MIDC Residential Area, Dombivli Gymkhana Road,

Near Balaji Mandir, Dombivli (East), 421 203.

Website: [www.thesiacollege.com](http://www.thesiacollege.com),

## **Utilization and Maintenance Policy**

**2018-19**

## INDEX

<b>Sr. No</b>	<b>Content</b>
<b>1</b>	<b>Introduction</b>
<b>2</b>	<b>Purpose of the Policy</b>
<b>3</b>	<b>Facilities: Procedure of Utilization and Maintenance Policy</b>
<b>3.1</b>	<b>Laboratory</b>
<b>3.2</b>	<b>Library</b>
<b>3.3</b>	<b>Sports (Gymkhana)</b>
<b>3.4</b>	<b>Computers and ICT Facility</b>
<b>3.5</b>	<b>Classrooms</b>

## 1) Introduction

The college has established system for maintenance and utilisation of computers, classrooms, sports gymkhana, laboratories equipment's and physical facilities. The procedure and policy for the maintenance of various infrastructural facilities are presented in this document.

## 2) Purpose of the Policy

- The physical and academic facilities are implemented with 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 gymkhana, library and classrooms inside the campus.
- For this **Infrastructure and Maintenance Committee** of the college plays important role. The committee reviews the requirements of infrastructure and the same will be discussed in the College development Committee (CDC) meetings.

### 3) Facilities

#### 3.1 Laboratory

Procedure for Utilisation	Maintenance Policy
<ul style="list-style-type: none"> <li>• The lab utilization is done depending upon the requirement of various courses.</li> <li>• There is separate Lab Time-Table for all the courses. 4 labs are allotted for different programs according to their requirements.</li> <li>• The respective faculty members, staff, lab assistants are given responsibility to maintain the equipment's under their purview.</li> <li>• All major repairs are identified and external expertise is sought for maintenance of equipment wherever necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase of new computers is done through requisition to the Infrastructure and Maintenance Committee and the same to be presented before the College Development Committee (CDC) for approval.</li> <li>• After approval, the quotations are to be sourced from different vendors.</li> <li>• Half Yearly Preventive Maintenance Contract of all computers is done by Laboratory Administrator.</li> <li>• For Electronic laboratory half Yearly Preventive Maintenance contract for 8085 Microprocessor kits and yearly purchasing ICs and other components is done through Infrastructure Committee.</li> </ul>

#### 3.2 Library

Procedure for Utilisation	Maintenance Policy
<ul style="list-style-type: none"> <li>• The College has well equipped library with necessary books, Journals, magazines and periodicals.</li> <li>• 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.</li> <li>• Library is fully automated using the web based software, where all students are given a user name and password, where they can send the request in 3 slots. Books issue will be done between 9.00 am to 3.00 p m in 3 slots.</li> <li>• Library is divided into Library books, Reading room and research room.</li> <li>• To facilitate the student's requirement photocopy machine is also placed.</li> <li>• Students are allowed to open access for the books.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The addition and deletion of journals and magazines for the next calendar year is done through recommendation from Departments/centres.</li> <li>• The library will continue the existing subscription for journals and magazines, if no recommendations are received.</li> <li>• 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.</li> <li>• Weeding out of the out-dated, unwanted and old syllabus books is done as per the</li> </ul>

<ul style="list-style-type: none"> <li>• Library books are normally issued only for 7 days and the borrowing period can be reduced according to the demand.</li> <li>• Book Bank Facility available, where students return the book at the end of academic semester. Delay in returning books will not be entertained.</li> </ul>	<p>recommendations of Library committee.</p> <ul style="list-style-type: none"> <li>• Document maintenance includes shelving, dusting and cleaning, shifting and rearrangement, shelf rectification, stock verification, binding, preservation, care and weeding out of documents is done.</li> <li>• Documents in the library is arranged in a logical order to save the time of the users as well as staff.</li> </ul>
---	--

### 3.3 Sports

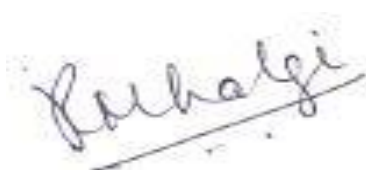
<b>Procedure for Utilisation</b>	<b>Maintenance Policy</b>
<ul style="list-style-type: none"> <li>• The sports equipment's, ground are supervised and maintained by Gymkhana in charge</li> <li>• Provision of the facility is done for the students of the college for practice.</li> <li>• College level, intercollegiate level and University level competitions are organised as per policy of the Institution</li> </ul>	<ul style="list-style-type: none"> <li>• Requisition is made for the purchase of new equipment's for indoor and outdoor sports activities and Infrastructure and maintenance Committee presents the same before the College Development Committee (CDC) for approval.</li> <li>• Quotations from vendors are obtained.</li> <li>• Maintenance of ground through regular weeding and levelling is done.</li> </ul>

### 3.4 Computers and ICT Facility

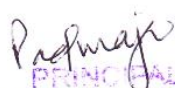
<b>Procedure for Utilisation</b>	<b>Maintenance Policy</b>
<ul style="list-style-type: none"> <li>• Laptop Allotment done according to the lectures.</li> <li>• Provision of cables, speakers and screens for lectures according to the requirement</li> </ul>	<ul style="list-style-type: none"> <li>• the Computer Centre and its support staff maintain the ICT facilities including computers and servers</li> <li>• Periodic maintenance of projectors and other equipment is done.</li> <li>• Purchase of new laptops, projectors and other consumables is be done on an annual basis and the Infrastructure and maintenance Committee places before the College Development Committee (CDC) for approval.</li> <li>• Purchase of new bandwidth and installation of anti-virus as well as new software is done.</li> <li>• To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by laboratory staff.</li> </ul>

### **3.5 Classroom:**

<b>Procedure for Utilisation</b>	<b>Maintenance Policy</b>
<ul style="list-style-type: none"><li>• Allotment is done as per the lecture schedule in consultation with the timetable committee and the head of the institution.</li><li>• Scheduling of activities during non-lecture hours and utilisation for guest lectures, competitions preparations.</li><li>• Conducting training sessions and workshops for students and staff members.</li><li>• Conducting regular semester examinations as per the University schedule and also competitive examinations in the campus.</li><li>• Students are instructed to utilize all classrooms optimally during the daylong working hours</li></ul>	<ul style="list-style-type: none"><li>• Purchasing new tables, benches, chairs, boards, screen, curtains and other consumables is done by raising the requisition with <b>Infrastructure and maintenance Committee</b> and the same to be presented before the College Development Committee (CDC) for approval.</li></ul>



Mrs. Ranjana Mhalgi  
IQAC Co-ordinator



PRINCIPAL  
The S.I.A. College of Higher Education  
DOMBIVLI (E)

Dr Padmaja Arvind  
Principal & Chairperson, IQAC

