Policy for Use and Maintenance of Infrastructure

Hutatma Rajguru Mahavidyalaya, Rajgurunagar has designed policy and procedures for usage and maintenance of physical & academic facilities. This policy and procedure provide the basis for equitable allocation and efficient utilization of facilities based on the critical needs of educational, research and administrative activities. This results in a quality learning and working environment for students, faculty and staff.

1]Policy for use of facilities:

The central coordination of facility allocation will ensure that a facility is used effectively and efficiently. This policy also provides a framework for the optimal use of physical assets as well as regular review of the college's space needs. The allocation of space for usage is decided by the space allocation and usage committee.

a) Classroom scheduling enables students to attend classes and prepare their schedule accordingly and institutional resources are used efficiently. Allocation and usage of classrooms is decided by Time-Table committee. The classrooms are allocated according to number of programs and student strength of each class. The Time-Table is designed in such a way that there is optimal use of classroom space.
b) Faculty with health issues or physical disabilities will be given priority to schedule their classes at appropriate classrooms .The "Divyang" students will be given priority in assigning the classrooms which is easily accessible. 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 schedule of classes.
c) The schedule of laboratory is decided by time-table committee with the help of Heads of the Departments in such a way that the laboratory is used optimally. In addition to practical sessions, the laboratory space is used for research purposes by faculty and students. Authority to allot the space for research purpose is given to Head of the Department.
d) 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 office.
e) Guest lectures, seminars, science exhibitions and other programs are 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 participating in it.
f) The college space may be allocated to external users by taking the care that academic activities in the college are not disturbed. The college space is allotted to these activities on the basis of importance of the activity and number of students participating in it.
g) Library space is classified into six categories: Periodical sections, e-Library, Reading Hall section, Stack Room section, open stack study room section, and circular section. Library space contains stacks which is the space used to house arranged collections of books and other educational materials for use as a study resource. The library space is allocated by the Librarian according to the usage.

h) 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. The schedule of gymnasium is decided by physical Director in consultation with Gymkhana committee and the Principal.

i) The college owned equipments such as computers, LCD projectors, and printers, audio-visual equipments are allotted by the registrar and monitored by computer technician and electrician.

j) The allocation and usage of laboratory equipments is decided by the respective Head of the Department. In case of disposal of any equipment from the department's dead stock resister, concern head of the department make a list of such equipment after taking permission from college authorities respective equipment is removed from dead stock register.

2] Maintenance Policy:

The college has stated maintenance policy of facilities. The routine cleaning and maintenance of classrooms, garden, water supply, toilets and physical space is performed regularly as per policy.

a) Renovation, alteration, and improvement of the existing academic, research and support building is decided by the principal in consultation with concerned head of the program. The requirement for this is made to management of the college and after their permission work is carried out.

b) For maintenance of IT infrastructure and electrical fittings and appliances separate computer technician and electrician are appointed for day to day technical needs as well as replacement and repair requests. Computer technician looks after maintenance of IT resources like computers, printers, replacement of tonners, software problems networking problems. Electrician is responsible for replacement of fitting of light tube, bulbs, switches, MCB boxes. If the problem is major it should be brought to the notice of Principal.

c) This document provides policy for maintenance of all type of equipments held by departments. Maintenance policy ensures that equipments are always in ready, reliable condition as well calibrated to provide good quality out-puts.Heads and faculty in the department are accountable for proper use of equipment. If maintenance or repairing of equipment is necessary, Head of Department takes care of this. If there is replacement of small part of the equipment, Head and Faculty with laboratory assistant make arrangements for that.For major maintenance and repairs, external technicians are called by Head of the Department. Information about proper cost of repairs and maintenance is taken from the technician and submitted to the Principal with necessary permission to carry out the maintenance of equipments.

If there is necessity to move equipment out of the college campus for repairs or maintenance, the permission is taken from the Principal by the Head of the Department.