INFRASTRUCTURE POLICY

No.	Particulars	Details
1.	Administrative Policy Number	APC/Policy/10
2.	Brief Description of the Policy	Infrastructure plays a vital role in the college's development. It encompasses all buildings and associated amenities within the college complex, including classrooms, laboratories, library, storage units, playgrounds, and so on. It ensures comfortable learning and teaching for everyone, including teachers, students, and administrators.
3.	Policy Applies to	All Academic, administrative and managerial processes in the organization
4.	Effective from the date	15/06/2020
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Principal
8.	Last Reviewed / Updated	17th June, 2026.
9.	Reason for the policy	Quality as the sole criterion for updating
10.	References for the Policy	UGC/NAAC/University/RUSA, etc.

Preamble: The Infrastructure Policy establishes a framework for appropriate facility allocation and efficient utilisation based on the requirements of educational, research, and administrative services.

Statement: This policy outlines the framework for optimising the use of physical assets and ensuring that the College's space requirements are regularly reviewed.

Rationale: The Institution is committed to creating, developing, providing and maintaining necessary infrastructure and essential amenities for all stakeholders. Students, academics and staff will benefit from such a high-quality, effective teaching and learning environment.

Objectives:

1. To establish appropriate procedures for the utilisation of physical and educational services.
2. To organise all types of activities in a timely and efficient manner.
3. To implement a consistent, effective and efficient approach to infrastructure scheduling and usage.
4. To enhance stakeholder coordination and interaction for smooth and economical scheduling of college facilities.
5. To promote awareness among stakeholders regarding the use of the college's resources for activities and events.
6. To provide access to all college opportunities.

Activity and Event Categories:

1. **Academic Classes**: Classroom lectures, laboratory practical sessions, guest lectures on curriculum, and student seminars all constitute academic classes.
2. **Academic Activities**: Any programme, meeting, or activity that is not an academic class but is directly related to the delivery of formal curriculum is defined as an academic activity.
3. **Organised Events**: Seminars and workshops, extension activities, sporting events, cultural programmes, and competitions, supported by funding agencies, all fall under organised events.

Authority for Assignment of Classroom Space:

As per the guidance of the timetable committee, the college facilitates classroom scheduling and utilisation. The number of divisions and workload influence the need for classrooms, which is conveyed to the timetable committee by vice-principals. The timetable is planned by the timetable committee to achieve optimal use of available classrooms. The term "classroom utilisation" refers to the amount of time a room is used for academic purposes. During academic class hours, no classroom may be used for other academic activities or events. The timetable committee will ensure that classes are allotted in adequately sized classrooms,

based on room capacity and student numbers. Any problems encountered by professors or students should be discussed with the chairman of the timetable committee. When there is no scheduled lecture, classrooms may be used for other academic activities and planned functions. The use of classrooms for such initiatives requires prior authority permission. To achieve optimal classroom use, a standard timetable for classroom instruction is essential. Students and faculty can design practical schedules using a standard timetable.

Laboratory Space Utilisation and Assignment:

Overview:

A laboratory is a facility providing controlled conditions for conducting scientific or technological research, experiments, and evaluations. College laboratories are used for regularly scheduled practical sessions involving sophisticated equipment, experiments, and student observation. The college has Physics, Chemistry, Botany, Zoology, Computer Science, and Electronics laboratories. Students are divided into batches, and practical sessions are scheduled according to these batches.

Authority for Assignment of Lab Space:

The timetable committee is responsible for batch scheduling and reports to the department head. The laboratory schedule is determined by the timetable committee in cooperation with department heads to optimise laboratory utilisation. Departments are encouraged to assign and arrange laboratory space to increase use and align with the Faculty's academic aims. When multiple batches run simultaneously, the department head allots a portion of laboratory space to each batch.

Standard Class Times and Days:

According to the university's curriculum, students must attend practical sessions. To maximise lab utilisation, a standard timetable for practical sessions is required. Students and faculty can generate practical schedules using a standard timetable. The timetable committee divides students into practical batches based on UGC and Maharashtra government standards for student strength per batch. Practical session timetables are determined by the number of batches and the availability of lab space.

Administrative Office Space:

Administrative office spaces are rooms or cabins assigned to one or more people on a daily basis, including furniture and other equipment for administrative and support staff use. These include single or multiple-occupancy rooms for the Principal, Vice Principal, Heads of

Departments, Librarian, Physical Director, and administrative staff, as well as conference rooms, waiting areas, storage areas, and private toilets. Individuals are assigned administrative space based on their needs and the scale and complexity of their respective department's work.

ADMINISTRATIVE OFFICE SPACE ASSIGNMENT POLICY

- Office space is a College asset provided to administrative staff, heads of departments, librarians, physical directors, and committees as needed, in the most efficient manner possible. No individual "owns" the space assigned to them.
- The college's principal assigns an office to each department. Concerned heads allocate cubicle space to individual academic members within the department.
- The Principal assigns an office to the office superintendent. The office superintendent, in collaboration with the Principal, assigns offices to other administrative staff.
- The college will ensure that all offices are occupied. When an office is unoccupied, the college may use it for other purposes as needed.

STORAGE SPACE

For office staff, storage space is essential for old account books, admission documents, and other important files. The college creates storage rooms for these materials. According to the requirement and importance of the material to be stored, storage space is allocated to office staff members. The college's office superintendent has the authority to assign storage space in store rooms. Data will be categorised and preserved. The office superintendent reallocates storage space based on staff needs and requests.

The head of the department is responsible for allocating storage space within the department.

Space Allotment for Academic Activities and Extension Activities:

Overview:

Different departments organise guest lectures, seminars, science exhibitions, management week, geography week, and other programmes for students. Students benefit from these classes by learning more about the subject or keeping up with latest developments. These tasks require space allocation. Space is assigned based on the importance of the activity and the number of participating students.

CONFERENCE ROOM

The office superintendent has designated a conference room for activities. It will be used for the following purposes:

1. College Development Committee (CDC) meetings.
2. Internal Quality Assurance Committee (IQAC) meetings.
3. Principal's meetings with faculty and staff.
4. Small training seminars for faculty and staff.
5. Meetings of various college committees.

The conference room has an LCD projector, computer, and internet connection. When the conference room is requested for multiple activities simultaneously, the activity with the highest priority will be chosen from the above list. Other activities will be held in different rooms as determined by the office superintendent.

SEMINAR HALL:

The college has a fully equipped multipurpose seminar hall on the third floor. The office superintendent is in control of seminar hall allocation. The computer expert and technician make all arrangements in the seminar halls. Seminar rooms are assigned based on the following criteria:

1. Workshops/Conferences sponsored by funding organisations.
2. Student guest lectures.
3. Faculty and staff guest lectures.
4. Student placement drives.
5. Extension activities.
6. Cultural activities.

LIBRARY SPACE UTILISATION AND ASSIGNMENTS:

Overview:

Library space includes reading rooms, stacks, and a digital library. The study room has seating for learners during allotted times. Stacks are areas where books and other educational resources are stored for study purposes. Computers, CD and DVD players, and other learning aids are also available in the library. Library space is not confined to a single academic discipline or course.

AUTHORISED LIBRARY SPACE USERS

Current students, faculty, and staff of the college have access to the library. Members of the Pune District Education Association may also use the facilities. The librarian ensures that no one misuses the space. Except on holidays, the librarian arranges the study room timetable. When a student has academic classes scheduled, they will not be permitted to sit in the study room. During examination periods, the library study room will be open for extended hours.

SPORTS FACILITIES

The college's Sports Facilities Rules are intended to serve as general guidelines for internal and external users, and also as a source of information about the college's sports facilities. When necessary, the college authorities reserve the right to modify or change these rules. Notifications will be posted on the premises' notice boards as relevant. All sports facilities on campus are primarily used by college students, faculty, and staff.

GYMNASIUM

- The gymnasium is well-equipped under the Physical Director, in cooperation with the Gymkhana committee.
- The Gym is accessible only to internal users who have been trained to use fitness equipment and provide fitness training records.
- Every user may access gymnasium facilities only during their allotted times.
- While using the gym, each user should dress appropriately in T-shirts, athletic pants, and athletic shoes.
- Food and beverages are prohibited in the gymnasium during sporting events and practice unless special permission has been granted.
- Any user should be considerate of other users by limiting exercise to a single station and completing workouts in a timely manner.
- If station weights, pulleys, or other parts are stuck, the user should not attempt repairs but bring it to the physical director's attention.
- Users should use stations appropriately to avoid damage.

EQUIPMENT

College Equipment:

Computers, LCD projectors, printers, and audio-visual equipment held by the institution are to be operated only by properly trained personnel authorised by the college. An electrician is in charge of audio amplifiers and speakers. When scheduling facilities, internal users requiring

College equipment must request these services. Technicians will arrange these items and set them up in appropriate locations as specified by users. Operation of this equipment will be restricted if an authorised technician is unavailable.

Laboratory Equipment:

All equipment is purchased using funding provided by the college. The college purchases equipment for practical use and distributes it to departments. Custodial Departments are in charge of equipment in their custody, including care, maintenance, physical inventory, and supervision. The department head has the authority to assign equipment to internal users and will ensure appropriate equipment for practical sessions.

- Determine equipment requirements for both practical sessions and research.
- Initiate the equipment purchase process by submitting a list of required equipment to appropriate authorities.
- The authority will check for available funds and confirm that the purchase is permissible.
- Assign proper object codes to equipment after purchase and enter it in the dead stock register with the Lab assistant's support.
- If equipment is damaged or stolen, bring it to authorities' attention immediately.
- On a yearly basis, HOD conducts a physical inventory with laboratory employees to check condition, placement, and use of department-owned equipment.

Equipment Retirement/Disposal Policy:

In the event that any equipment from the department's dead-stock register needs to be disposed of, the concerned department head creates a list of such equipment and submits it to the office before the CDC meeting. After CDC approval, the proposal is sent to PDEA, and the respective equipment is removed from the dead stock register.

Maintenance Policy:

- Maintain college-owned assets on a regular basis to keep them operational and controlled.
- Early identification of prospective maintenance requirements within planned maintenance allows for remedial action planning.
- Develop a strategy for evaluating college campus facilities on a regular basis to ensure they are up to date and ready for use.

Routine Maintenance:

- Sweepers are appointed to clean classrooms, offices, corridors, entrances, and stairs on a regular basis.
- The appointed sweepers clean and service restrooms daily. Windows are cleaned on a regular basis.
- The team is responsible for garbage removal, grass cutting, tree trimming, building maintenance, garden upkeep, and assisting with ongoing care of the college premises.

The following are the responsibilities of an electrician hired for maintenance:

- Supplying and installing light tubes and bulbs.
- Minor fan repairs in classrooms and laboratories.
- Electrical wiring replacement as needed.
- Maintenance of the electric meter room and UPS batteries.

Building and Physical Infrastructure:

The college building's exterior and interior painting is scheduled on a cyclical basis. Painting is done on a priority basis whenever the need arises to prevent facility deterioration. This is decided by the college principal and conveyed to college management.

The Principal, in consultation with the concerned programme head, decides on renovation, alteration, and upgrading of existing academic and support buildings as needed to fit new or reformed programmes. The request is made to college management, and after approval, the task is completed.

IT Infrastructure and Electrical Maintenance and Replacements:

One computer technician and one electrician have been assigned to the parent institution. They visit the college as per technical needs for replacement and repair. Requests come via phone calls or personal communication from department heads, faculty, and staff. Demands are fulfilled as soon as possible whenever feasible. Computer technicians are responsible for the upkeep of IT resources such as computers, printers, toner replacement, software issues, and networking issues. The technician handles computer replacements similarly. An electrician is in charge of electrical wiring issues and new electrical connections in colleges and departments. The electrician also handles replacement or installation of light tubes, bulbs, switches, and MCB boxes.

If the issue is serious, the principal should be notified. The following procedure is followed for major maintenance issues:

1. If a computer's motherboard needs replacement, PDEA permission is required.
2. If the printer needs repair, PDEA's prior consent is required.
3. If entire electrical wiring needs changing due to a short circuit or other issue, PDEA clearance for the expense is required.
4. Permission from PDEA is required for electric meter replacement.
5. Permission from PDEA is required for inverter battery replacement.

Maintenance of Laboratory Equipment:

This document outlines procedures for maintaining all types of equipment in departments. The maintenance policy ensures that equipment is always ready, reliable, and calibrated to produce high-quality outputs.

Laboratory equipment and software are required on a yearly basis as part of the College's budgeting process. The department head compiles a list of equipment to be purchased during the year and submits it to IQAC. IQAC evaluates equipment requirements and recommends them for PDEA approval. Vendor quotations are received after clearance from PDEA administration. Following quotation receipt, comparison charts are prepared and purchase orders issued. When materials and equipment are delivered, heads of departments are responsible for inspecting them to ensure they meet required quality and safety standards and intended application.

Proper equipment use is the role of department heads and faculty. If maintenance or repair is required, the head of department manages it. For small equipment replacement, the department head makes appropriate plans. Parts costing less than Rs. 1000/- will be ordered and replaced with the help of the laboratory assistant and attendant. Replacement costs can be paid through advances received from the college office for local purchases.

For major maintenance or repair issues, the department head must first consult technicians. The technician must be asked for the correct repair and maintenance cost. After that, the principal must be informed. The principal communicates with PDEA, and appropriate maintenance permission is secured. After authorisation, the vendor or technician repairs the equipment, and payment is made after inspection of the repair.

If it is essential to transfer equipment off campus for repair or maintenance, the head of department must obtain permission from the principal.

Maintenance of Furniture and Fixtures:

To ensure present classrooms are maintained, the college authority seeks feedback from faculty and staff on their demands. Items such as blackboards, fixtures, and furniture may be identified and updated as part of the continuous periodic budgetary process.

Revised on: 17th June, 2026.

Dr. B. G. Lobo.

Principal