

## **PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.**

PCACS has established transparent and robust procedures for the utilisation and maintenance of all physical, academic and support facilities and is well communicated among all the concerned stakeholders. The detailed procedures and related policies are as follows:

### **Policy Statement:**

PCACS has numerous resources that are utilised for the benefit of faculty, students and staff. The policy at the institution calls for efficient and maximum utilisation of all its resources. Resource in charges are responsible to ensure that

1. Resources are ready and made available whenever required
2. Resources are repaired, calibrated, maintained and upgraded at optimal levels
3. Resource utilisation is tracked and records maintained
4. The availability of the resource is made known to PCACS and campus community
5. Notify the Principal or HOD in case a resource is underutilised or not utilised

Below is a non-comprehensive list of all the major resources of the institute:

### **Utilisation of Resources:**

- 1) Availability of resource is verified with the concerned In-Charge.
- 2) Permission for the utilisation is taken from the respective authorities.
- 3) It is communicated in written to the In-Charge so as to make the resource available.
- 4) It becomes duty of the person who has generated the query to take care of the belongings.

### **Procedure for Repairs and Maintenance of Resources:**

- 1) Every In-Charge regularly checks the resource available in their custody and verifies its working condition.
- 2) Accordingly report of non-working material is communicated to the HOD.
- 3) HOD complies all the complaints and segregates them in urgent and annual maintenance categories.

- 4) The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the Principal
- 5) The annual maintenance resources are forwarded at the end of every academic year after thorough inspection of the equipment.
- 6) Also, depending upon the cost of equipment and its maintenance requirement the quotations are invited and the detailed procedure is followed through purchase committee, if this cost exceeds more than Rs. 10,000/-.
- 7) After the maintenance of particular resource it is informed and satisfactory remark is taken from the concerned In-Charge. After getting the remark from all the concerned the authority approves the bill for payment and accordingly payment is released.

<b>Resource type</b>	<b>Name of resource</b>	<b>Resource in charge</b>	<b>Record Document</b>
<b>Rooms</b>	Classrooms	HOD	Timetable
	Laboratories (UG, PG, PhD)	Lab In-Charge	Timetable, Dead stock register
	Seminar Halls (Conclave)	Staff in charge	Schedule
	Auditorium	Staff in charge	Schedule
	Staff Rooms	Staff in charge	Staff allotment of desk space
	Fashion Designing studio	Staff in charge	Schedule
	IQAC	IQAC Coordinator	
<b>Research and innovation centers</b>	UXO	Supervisor	Dead stock register
	Ph.D.Centre	Principal	Admission Details, List of students, Registration, Approval file
	Skill Development Cell	Staff in charge	Schedule
	U.G.C. funded Network resource centre	Librarian	Dead-stock register, Accession register
	Pillai Centre of Innovation and Entrepreneurship	Center Manager	Accession register
<b>Library</b>	Infrastructure, books, e-source, IT facilities	Librarian	Koha, Accession register

<b>IT resources</b>	Computers and Networking Resources	I.T. Head	Dead stock register
	Portable projectors, laptops and other equipment	HOD or I.T. Head	Dead stock register, Issue register
	Wi-Fi	I.T. Head	Issue register
<b>Sports</b>	Sports ground, gymkhana, synthetic court, shooting court, shooting range, etc.	Sports Director	Sports equipment, stock register, sports schedule
<b>Cultural</b>	Students' Council Room, Assembly Hall, Open Area for Practice, Auditorium, Mini Auditorium, Open stage, Quad, Atrium	Students' Council In charge	Election and Constitution, Activities, Record of Achievements
<b>N.S.S.</b>	N.S.S. Room, Assembly Hall, Open Area for Practice, Auditorium, Mini Auditorium, Atrium	N.S.S. In charge	Constitution, Activities, Achievements