Dr D Y Patil School of Engineering, Lohegaon, Pune.

D Y PATIL GROUP

Building & Infrastructure Facility Process Manual

Standardizing Infrastructure Facility Processes

Alumni DY Patil School of Engineering Lohegaon, Pune

DR D Y Patil Educational Enterprises Charitable Trust's

DR D Y Patil School of Engineering, Pune

Building & Infrastructure Facility Process Manual (B&IFPM)

AS PER INTERNATIONAL STANDARD ISO 21001:2018

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Aleenkya DY Patil School of Engineering Lohegaon, Pune

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Responsibilities of Senior Administrative Officer (SAO)

1) Daily monitoring of campus security personnel
2) Monitoring of lift, generator regularly.
3) Monitoring of UV water plant.
4) Review of housekeeping staff
5) Monitoring of availability of transport facility

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Responsibility of Librarian

Academic librarianship is a people-focused role, requiring individuals to manage learning resources while keeping the library users' needs in mind. Duties vary considerably according to the size of library, but typically include:

1) Select, acquire, catalogue, classify and develop library resources.
2) Develop information access aids such as indexes and annotated bibliographies, web pages, electronic pathfinders, and on-line tutorials.
3) Plan and deliver learners-centered programs and services.
4) Compile lists of books, periodicals, articles, and audiovisual materials on particular subjects.
5) Assemble and arrange display materials.
6) Answer readers' enquiries
7) Compile lists of overdue materials, and notify borrowers that their materials are overdue.
8) Evaluate materials to determine outdated or unused items to be discarded through stock verification process.
9) Arrange for inter library loans and membership of other libraries of higher repute
10) Management of staff, including recruitment, training and/or supervisory duties
11) Liaison with departmental academic staff, external organizations and suppliers
12) Ensure that library services meet the needs of particular groups of users (e.g. staff, students)
13) Manage budgets and resources
14) Support independent research and learning
15) Assist readers to use computer equipment, conduct literature searches etc
16) Collect and organize books, pamphlets, manuscripts, and other materials
17) Develop library policies and procedures.
18) Promote the library's resources to users.

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Responsibilities and Authorities			

Responsibilities of Cultural Head

1) The Cultural Head shall be responsible for all intra and inter collegiate cultural events in the College
2) To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.
3) To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.) by delegating various tasks
4) To the procedure to organize cultural events
5) To communicate about various festivals and events to be celebrated in the college and give a wide publicity.
6) Arranging events/programs for staff and students in coordination with 'Students Cultural Committee.
7) Arrange/conduct various co-curricular learning activities like music classes, dance classes, singing classes etc.

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Responsibilities and Authority of Sport Coordinator

1) To promote sports culture among students.
2) To identify interested students in sport activity and to promote them to participate to next level like university level sport competition, State level sport competition, National level sport competition.
3) To develop qualities like leadership, team work, group dynamism activities among students.
4) To utilize sports facilities provided by management to fullest extent for sportsman.
5) To organize sports event at college and inter college level.

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Responsibilities and Authority of Ladies Hostel Rector

1) To ensure overall administration of all the hostels
2) To establish coordination with warden's hostels for smooth running of day to day routinework of hostel.

   To maintain data base of students through the office
3) To make the policy for allotment of hostels to students and deposition of hostel fee
4) To ensure discipline in the hostels.
5) To check the various registers and ledgers maintained by the Wardens from time to time.
6) To allot the rooms to the students as per the guidelines
7) Regular visit to hostel for better interaction with the students.
8) To solve the day to day problems of the students.
9) To maintain overall ambiance of the hostel premises.
10) To ensure proper maintenance of the rooms and hostel premises.

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The institute has over the mark and well planned Civil, Electrical and IT infrastructure which satisfy all conditions laid down by the statutory bodies.

1) All physical facilities like classrooms, seminar halls, tutorial rooms and computer centers are specious, multimedia enabled, well ventilated and satisfying the curricular and co-curricular requirements.
2) UG and PG laboratories are well equipped with most recent equipment, required software and hardware. Sufficient space and equipment are provided for administrative and department/cell offices, technical clubs, excellence centers, sports facilities, cultural activities.
3) The institute has a Ladies hostel with adequate facilities and security.
4) CCTV cameras are installed at different places in the campus such that most of the open space in the campus is under CCTV surveillance.
5) The TPC is well established with group discussion rooms, personal interview cabins and auditorium.
6) Library has a rich collection of books, journals, magazines, e-books and e-journals required for all UG and PG programs.
7) Library has web based automated system through Web-OPAC for all transactions of the books.
8) The college is having a computing center with sufficient number of systems with internet, LAN and Wi-Fi Facilities, with licensed software as per requirements.
9) The college has provided potable water, the hygienic canteen and mess facility for students at an affordable cost.
10) The college campus is lush and green with well-maintained lawns, handy plantation and buildings leading to healthy, pleasant and pollution free environment.
11) The campus has ample space for parking the vehicles of staff and students.
12) The institute has a mechanism for periodical maintenance of all equipment and facilities provided all across the campus.

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1. PURPOSE

To provide information / knowledge in the form of books / journals / magazines / newspapers / Internet service for regular academic requirement and for developmental activities

2. INPUT

a) AICTE norms and standards for library setup and collection.

b) University prescribed syllabus and recommendations.

c) Requisitions from HODs / students / staff.

3. PROCESS OWNER

a) Library committee

b) Librarian

c) Library staff

4. BOOKS

1) Book requirement notice send to concern departments as per the academic year schedule.

2) Requirements of books will be prepared based on the syllabus prescribed by the University. Semester wise lists are received from the concerned HODs. These lists are crosschecked with the books available in library and final requirement list is prepared for procurement.

3) Reading material purchase process discussed and sanction in Library committee.

4) Committee Required quotations from the suppliers and Library Committee studies quotations received. Committee prepares comparative statement consisting of supply terms, discount, validity etc. and sends to Principal for approval.

5) Based on the recommendation of Principal, the Library Committee places order with terms and conditions for supply.

6) Books on receipt are verified for correctness and completeness in terms of price and condition etc.

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7) Accepted books are taken into stock and processed by following regular procedure like classification, cataloguing etc.
8) Library follows software based digital accession register for the accession of books and journals. After compilation the soft entries printing and binding process will done.
9) Based on the requirement some of the books will be transferred to Departmental Libraries.

5. JOURNALS

1) Journals are subscribed on the recommendations made by the concerned HODs annually.
2) List of journals recommended by HODs will be sent to the journals vendor for submitting the proforma invoice. After verifying the proforma invoice it will be sent to Principal for approval.
3) Library committee In-charge places order for journals subscribed.
4) Journals received periodically are entered in the digital register.
5) Separate periodical section is maintained. Daily newspapers & magazines are entered in the newspaper register.

6. TRANSACTIONS (Issue and Return)

1) All the members are issued with the Identity cards in the beginning of their joining. As per the policy with respect to each category of the member wise students / teaching staff / non-teaching staff etc.
2) The members bring the selected document to the counter and it will be issued by observing the regular procedure like verifying the identity of the member with the help of barcode, Issue and Return is managed through a "AutoLib" Library software system. SMS facility is used for all the transactions.
3) Three renewal is permitted for the books, which are not in demand by other members. If there is a demand renewals are not permitted.
4) When the borrower returns the books on or before the due date the documents are checked in the counter w.r.t the completeness and condition of the document.

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5) Book bank, books will be issued for the whole semester for SC/ST & weaker section students as per the policy of Social Welfare Department (Samajkalyan).
6) Reference books are issued for reference purpose within the library as per the demand by members, all the members usage entries are made in digital register with the help of barcode.
7) A separate digital library section of 10 nodes with Internet browsing and audio video facility is provided to the students.

7. DISPLAY OF BOOKS

1) The books are access and classified with their categories as per the policy.
2) Accessed books have arranged in the book racks as per the subject wise classification system with proper display.
3) The members can go through the shelves and select the books, which are, arranged stream wise, subject wise as per the classification scheme. Locating charts have displayed on the front of book racks.

8. STOCK VERIFICATION

1) The resources of the library vide collection of books, journals, CD's, furniture, equipment etc. are verified by the stock verification Committee which is appointed bythe institute. Stock verification will be done ones in the year.
2) The committee submits its report with all the details and further verified by the library staff whether the losses mentioned in the report are available.
3) A final report will be sent to the Principal with recommendations for writing off the missing items.
4) Damaged books are sending to binding as when found. In addition, list of out ofsyllabus, highly damaged books are prepared and send to institute head for write of sanction.
5) Recover the lost books from the concern members as the same book or money recovered.

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9. OUTPUT

1) Annual budget allocation by the management
2) Library Committee Reports
3) Books indents
4) Purchase details
5) Accession register for Books, Journals, Book Bank & CD.
6) SC/ST book bank scheme Issue Return record.
7) Usage Digital Record
8) Stock verification report

10. Key Performance Indicators (KPI)

1) Purchases with reference to budget and grants. (Year wise)
   a) Books, Journals, E-resources, Furniture & Equipments & Miscellaneous
2) Reading Materials loses - stock verification (Year Wise)
   a) Books, Journals, Furniture and Equipments.
3) Library Usage –
   a)Visit Record in Stacking & Reading Room
   b)Web-OPAC usage
   c)E-Resources usage
4) Transactions of Reading Materials
   a) Issue – Return Record

11. ABOUT INSTITUTIONAL LIBRARY

The Dr D Y Patil Educational Enterprises Charitable Trust's Ajeenkya D Y Patil School of Engineering was established in June 2007. ADYPSOE Central Library is having the separate space of around 921.91 Sq. Mts. And it is located in the first floor of Building 'B', in D Y Patil Knowledge City, Lohegaon Campus. Library is following the rules and the norms of all the authorized body like; AICTE, DTE, SSS, **Samajkalyan**, SPPU and others committees.

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The college library has 30427+ books in all Departments & the total cost of all these books is Rs. 1,33,08,715/- at the end of academic year 2018-19. As well as library has perpetual access for 11733+ Springer E-Books of Engineering Stream of Rs. 24,89,350.00 on IP based access. The college regularly subscribes 135 Journals, 10 magazines and periodicals and 10 Newspapers. The library opens from 8.00 am to 6.30 pm an all working days. Library reading room opens 7.00 am to 11.00 pm and to provide, the students with congenial atmosphere for preparingwell for the annual exam the time of reading room will be extending as per the requirement. Librarygives proper service through various sections with attractive use of technology. Central Library gives the service to all of these students and staff members of ADYPSOE.

a. Five Laws of Library Science

1) Books are for use.
2) Every reader his book.
3) Every book its reader.
4) Save the time of reader.
5) Library is a growing organism

b. Library Hours

- Monday to Friday - 08:00 am to 06.30 pm
- Library Reading Hall Time - 07:00 am to 11:00 pm
- Library Stock Circulation Time -08:00 am to 06.30 pm

c. Library Collection

The Library has developed an excellent collection of Books, Reference books, National and International Journals, E-Books, CDs and DVDs. The number of Books and Journals to added yearly in the Library for each division as per AICTE and SPPU norms.

d. Library Infrastructure & Facility

The library is housed with various amenities as per AICTE norms.

1) Issuing Counter
2) Digital Library
3) Reference Section
4) Reading Hall
5) Stacking area in all disciplines
6) Journals & Periodicals Section
7) PG Section

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8) Journals & Periodicals Section
9) PG Section
10) New Arrivals Display
11) Newspapers Section
12) Printer
13) Scanner
14) Library KIOSK
15) Auto-Lib Library Management System
16) Web-OPAC
17) Reprographic Facility
18) NPTEL facility
19) Other Library Membership
20) SMS system for Issue Return transactions.
21) Book renew facility through web-OPOAC
22) Bar-coded / Digital entry record for Stacking and Reading area.
23) Security person & Recording camera availability in reading Room.

e. "AutoLib" Library Management System (Library Software)

The Library uses Auto-Lib Library Management System to automate various functions and services of the library. The software is web-based server mode where database is installed. The software provides Web-OPAC interface to publish the library catalog online.

All the administrative reports regarding the library services and library administrative are generated by this software. Web-OPAC facility, SMS system for transaction, feedback from users, important links, newarrivals, and much more facility provide by this software.

12. LIBRARY POLICY

The main purpose of this policy is to safeguard the library stack room / other learning resources and provide library facilities to the library members in efficient and effective manner. The various Policies of the Library are as follows:

a) Library Membership

1) The library membership of the Institute is provided to anyone who is admitted / recruited in the Institute after completing the official formalities.
2) The members are issued identity card for availing library facilities.
3) The members are required to obtain clearance of library at the time of leaving the Institute.

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b) Borrowing Privileges

1) The student members can borrow 2 books for FE & SE, 3 Books for TE, BE, and 4 books for PG Student for 07 days as per the issuing policy.
2) All the faculty and staff members can borrow 20 Books or Journals for 60 days and it will be extending as per the need and requirement.

c) Use of Reference Books

Reference Books can be referred in the reference section only during library hours. Sometimes these books are issue as per genuine request.

d) Overdue Books

1) If the books are retained more than the due date, the library member are levied the fine Rs.1/- per book per day. Student fine weaved only as per the fare request and if we found the request is genuine. As well as the cumulative fine of less than Rs.20.00 is waived from system.
2) The Library shall send issued book information to the members at the end of every semester. Library shall not be held responsible for non-delivery, under whatever circumstances.

e) Loss and Damage

Members shall be held responsible for learning resource borrowed. If the learning resource islost / damaged, an immediate report should be made to the Librarian to enable appropriate actionto be taken. A member is allowed to either replace the book lost / damaged by purchasing it himself or pay the appropriate amount for the latest edition of lost / damaged learning resource.

f) Open Access Facility

Open Access facility is provided by the library where the learner can have free access to the resources and can also avail the OPAC facility where he/she can locate the books in a more user-friendly way. Even member can use the open access facility through their mobiles with the help of internet.

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g) Book Bank

1) Library members who belong to SC / ST category can avail the book bank facility. The
2) decision towards the same will be taken by Library committee and consultation with the Principal.
3) Book bank facility holder will be issued one set of books as per curriculum of the program for both semesters.
4) Books shall be returned within two days after the semester end examination.

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Procedure for Laboratory Equipment Requirement and Maintenance

Input	SPPU Syllabus

Sr. No.	Activity	Responsibility	Stage Output
1	Prepare the list of equipment requirements andmaintenance of existing equipment	Subject In charge, Laboratory In charge & Head of Department	Equipment Requirement details
2	Finalize the equipment to be purchase and details ofmaintenance of existing equipment required	Laboratory In charge & Head of Department	Final Requirement
3	Get Quotation from suppliers & prepare comparative statement and arrange negotiation meeting	Subject In charge/ Laboratory In charge & Head of Department	Comparative Statement
4	Issue the purchase order to the finalized vendor	Head of Department	Purchase Order
5	Submit the test report to the store In charge aftersuccessful demonstration.	Laboratory In charge and Laboratory Assistant	Test Report
6	Check & make entry of received material in deadstock register	Laboratory In charge and Laboratory Assistant	Dead Stock Register
7	Write the DSR numbers on equipment / machinery	Laboratory Assistant	Dead Stock Register
8	Prepare working status report of all equipment inthe laboratory before commencement of semester	Laboratory In charge& Laboratory Assistant	
9	Identify the equipment which require calibration or internal verification	Laboratory In charge	List of Equipment
10	Get the instrument calibrated from authorized vendor and Receive the certificate	Laboratory In charge	Calibration Certificate
11	Carry out Laboratory Audit as per the frequency; compare the result against the acceptance criteria. Incase the error is more than acceptable criteria, identify the instrument and keep it separately to avoid un-intended use	Laboratory In charge	

Output	Requirement fulfillment and maintenance of equipment

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Input	Sanitary equipment's / Tools and manpower

Sr. No.	Activity	Responsibility	Stage Output
1	Prepare schedule for cleaning of corridors, classrooms, labs, wash-rooms in consultationwith Housekeeping In-charge	Department cleanliness coordinator	Housekeeping Schedule / Checklist
2	Check working of supporting equipment's /devices such as fans, tube lights, LCD Projectors, etc.	Department cleanliness coordinator	
3	Supervise the maintenance of ambiance indepartment.	Department cleanliness coordinator	
4	Clean lab equipment's, cubical as per dailyschedule	Lab Assistant, Lab In charge	
5	Ensure overall ambiance of the Institute	SAO	------
6	Lift, Generator and other equipment's annual Maintenance Contract -AMC services will bedone as per schedule from authorized agency	SAO	AMC Service Report
7	All Fire Extinguishers are reviewed refilledperiodically	OS	List of Fire Extinguisherwith location
8	First aid Box distributed to each dept. First aidbox contents reviewed and refilled once in sixmonths or need base	OS	List of first aidbox with location
9	Drinking Water Tanks cleaning done as perschedule and water testing is done.	SAO	list of Watercenters and Cleaning schedule Water Testreport

Output	Proper ambiance for Teaching Learning

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Input	Canteen Facility

Sr. No.	Activity	Responsibility	Stage Output
1	Ensure canteen Contractor has valid FSSI License copy	SAO	Contractor License Copy
2	Ensure canteen Workers medical test is conducted from registered doctor	SAO	Medical Certificates
3	Periodic Food Testing is done by External testing lab	SAO	Food test Report
4	Canteen Housekeeping and hygiene practices are ensued	SAO	Canteen Housekeeping checklist
5	Canteen Related complaints reviewed with canteen Committee	SAO	Canteen Complaints

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Common Computing Facility

1. Overview

The Institute provides computers and internet access to support the mission of the institute and to enhance the curriculum and learning opportunities for students and staffs. Access to the internet will be provided to faculties, staffs, and students to support academic activities and only on and as needed.

2. Purpose and Scope of Document

The purpose of this policy is to define the appropriate uses of the internet by the students, faculties, staffs of the Institute. This policy is applicable to all internet users (Faculty, Technical staff, Administrative staffs, Contract/Temporary staffs, Students, Research scholars and Guests) who access the internet facility provided by Institute through wired or Wi-Fi networking. Any users who violate this policy and/or rules governing use of the computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the computers will also result in referral to law enforcement authorities.

3. Procedure to provide Internet

At the time of entering in the institute (Student: While getting admission and Staffs: While Joining the institute) authority provided the ZPRN number (Which is unique for a user) and password associated with ZPRN (Which can be changed later). The User is solemnly responsible for the activities associated with their ZPRN number.

We restrict our users with specific websites, if anyone wants to access something extra (which must be academic related or educational purpose), then user have to write an application (mentioning requirements) duly signed by Principal/Director. After getting approval from the higher authorities we provide internet access as per requirement.

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4. Users Category

Institute creates categories for internet users in firewall and provides different access level accordingly (Wired/Wi-Fi).

i. Open Group: The user comes under this category can access all web sites, live streaming, have unlimited downloading permission.

ii. VVIP Group: The user comes under this category can access all web sites, live streaming but limited downloading permission.

iii. VIP Group: The user comes under this category can access all websites, live streaming (Limited up to specific web sites). No download permission.

iv. Staff: The user comes under this category can access web sites related to their use. (Educational, Research etc.) with unlimited browsing.

v. Student: The user comes under this category can access web sites related to their use. (Educational, Research etc.) with limited browsing (500MB per day)

vi. Guest: We are adding the users in this category as per request; they can access web sites as per requirement.

5. Removal of Access

Internet access will be discontinued upon completion of study of student, completion of contract, transfer of faculty/staff, or any disciplinary action arising from violation of this policy.

6.Usage Policy

- **General Guidelines**
- Internet users of Institute shall with applicable National/State/Cyber laws, rulesand policies of Institute.
- Staff member access to the institute computers, networks and internet services is provided for administrative, educational, communication and research purposes consistent with the institute educational mission, curriculum and instructional goals.
- Staff members are to utilize the computers, Internet services for institute-related purposes and performance of job duties.

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- Incidental personal use of computers is permitted as long as such use does not interfere with the staff member's job duties and performance, with system operationsor other system users. ("Incidental personal use" is defined as use by an individual staff member for occasional personal communications.)
- Users using (Organization's) accounts are acting as representatives of(Organization). As such, staff members should act accordingly to avoid damaging the reputation of the organization.
- Users will also responsible or any activity originating from their account.
- Files that are downloaded from the internet must be scanned with virus detection software before installing or execution. All appropriate precautions should be taken to detect for a virus and, if necessary, to prevent its spread.

7. Prohibited Use

The Staff member is responsible for his/her actions and activities involving computers, networks and internet services and for his/her computer files, passwords and accounts. General examples of unacceptable uses which are expressly prohibited include but are not limited to, the following:

- Any use that is illegal or in violation of other policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.
- Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive.
- Any inappropriate communications with students or minors;
- Any use for private financial gain, or commercial, advertising or solicitation purposes.
- No staff member shall knowingly provide institute e-mail addresses to outside parties whose intent is to communication with institute employees, students and/or families for non-academic purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the respective principal or other appropriate administrator.

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- Downloading or loading software or applications without permission from the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties.
- Any malicious use or disruption of the computers, networks and internet services or breach of security features.
- Any misuse or damage to the computer equipment.
- Any attempt to access unauthorized sites.
- Failing to report a known breach of computer security to the system administrator.

8. Disclaimer

- Institute reserves the right, without notice, to limit or restrict individual's useand to inspect, copy, remove or otherwise alter any data.
- Institute also reserves the right periodically to examine any system and other usage and account activity history as necessary to protect its computing facilities.
- Institute reserves the right to amend these policies at any time without prior notice and to take necessary action to comply with applicable laws.

9.6 Wi-Fi Policy

- Institute Wi-Fi ('ADYPSOE-WIFI') is available in the whole campus and hostel.
- Wi-Fi will not be available at hostels during class hours.
- The access to college Wi-Fi restricted and Controlled by Firewall.
- User can access the Internet with their ZPRN

10. Back Storage Policy

- The Institute have 72 TB NAS Storage Device (Out of 72 TB, 14 TB for RAID and Remaining 56 TB Space Usable.

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Procedure for cultural activity

Input	Activity calendar, List of students

Sr. No.	Activity	Responsibility	Stage Output
1	Planning of extracurricular activity calendar of Institute events	Cultural Head, Team	Event calendar
2	Prepare and approve budget for the particular event from management	Cultural Head, Team	Budget approval document
3	Team building for event volunteers according to event department	Cultural Head, Team	List of students
4	Preparation of event set (Sounds, lights, event flow, anchors, seating arrangement etc.)	Cultural Head, Team	List of instrument
5	Conduction of event on scheduled time	Cultural Head, Team	-----
6	Report submission of event with all details	Cultural Head, Team	-----

Output	Conduction of events as per event activity calendar

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Cultural Activities:

The institute facilitates the students to explore their talent in cultural events. The institute has following well equipped facilities.

- Cultural center
- Dance studio
- Music studio
- Recording studio
- Photo studio

Authority and responsibility

- Head of respective institute i. e. Principal/Director is Authority for all culturalactivity conducted for their students. S/he in consultation with respective Dept. headwill permit the students for participation in cultural activity.
- Cultural coordinator is responsible for all the activities including practice & competitions. Also responsibility can be shared with enthusiastic faculty from all institutes/colleges.

Schedule

Schedule of cultural activity will be prepared by Cultural coordinator by having intra-collegiate, inter college, university, etc. competition dates from various Cultural authorities. He will also take care that academic activity of students will not be hampered.

Procedure for utilizing the cultural facility:

- Students those who are willing to avail this facility need to apply for the same
- Cultural coordinator will check the willingness and ability of the student and issue time slot for the use of cultural facility.
- A team leader of the students who are utilizing the cultural facility will monitor the discipline and the decorum of students.
- Students need to carry their college ID while availing the cultural facility in given time slot by showing the ID at the entrance

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Procedure for sports activity

Input	Activity calendar, List of students

Sr. No.	Activity	Responsibility	Stage Output
1	Sports events are planned based on academic calendar	Sport Coordinator	Event calendar
2	Event confirmation from Principal Sir	Sport Coordinator	-----
3	Sports committee formation who review and ensure availability of material if not then inform to stores	Sport Coordinator	Sports committee
4	Approval of Budget for event	Sport Coordinator	Budget approval document
5	Notice circulation	Sport Coordinator	Event Notice
6	Participant registration, Lots preparation with time table along with Caption/ departmental sports coordinator	Sport Coordinator	Participant Registration form, Event Time Table
7	Event conductions as per schedule, review of event, plan by sports coordinator. If any change in plan then it will be communicated to sport coordinator as well as to students.	Sport Coordinator	----
8	Winner and runner up list preparation	Sport Coordinator	Winner, runner up list
9	Prize distribution	Sport Coordinator	Winner, runner up list
10	Report submission to Principal	Sport Coordinator	Event report

Output	Conduction of events as per event activity calendar

Ajeenkya DY Patil School of Engineering Lohegaon, Pune

Sports and Extra Curricular activities

1) Mission

The ZES is committed to fostering educational excellence through a carefully designed sport activities in curriculum that examines the disciplinary foundations of sport management and explaining them how these things are benefited for them in corporate organization. This provides a strong base of fundamental sports management knowledge and professional skills.

2) Objective

1. To promote sports culture among students.
2. To identify gifted sportsman students and promote their talent to next level like university level, State level, National level.
3. To employ principles of strategic planning, financial and human resource management among students.
4. To develop qualities like leadership, team work, group dynamism activities among students.
5. To utilise sports facilities provided by management to fullest extent for sportsman.
6. To organize sports event at college and inter college level.
7. To motivate the hidden talents of students like acting, drama, dancing and singing etc.
8. To participate in various Curricular championships organized at university, state and national level.

3) Scope

Scope of sports policy is limited to all students enrolled with DYP Knowledge City, Lohegaon Campus.

4) Sports Facilities

The Institute aims to produce physically fit and mentally robust graduates. The institute has a playground of area 13952 Sq. Mts. and basketball court area 450 Sq. Mts. with facilities for different outdoor games.

The institute also has adequate infrastructure for indoor games. The institute has a Physical

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Director to guide and train the students in various games. For encouraging students to have active participation in physical activities; institute organizes various events like Ranaangan (State level intercollegiate sports competition), *THE Karandak*, and intra-college sports competitions once in a year. The sports facilities are as follows.

Sr. No.	Facilities	Area Sq. M.
1	**Outdoor sports** • Volleyball court • Cricket-Facility for Net practice • Football Ground • *Kabaddi* Court • Running Track • *Kho-Kho* ground • Basketball court	14402
2	**Indoor sports** • Chess • Carom • Table tennis • Weightlifting	207.74

5) Gymnasium

- A gymnasium facility is provided in campus. Gymnasium has 16 in 1 combination machine and 4 in 1 combination machine along with dumbbells, multipurpose bench and boxing punching bag. Students of ZES are allowed to use this facility in two timing slots ie morning and evening slots. A trainer is available in the gym to guide the students while working it out.

6) Procedure for utilizing the gym facility

- Students those who are willing to avail this facility need to apply for the
- Sports coordinator/director will check the willingness and ability of the student and issue a ID for gym.
- Once the ID is issued to him he/she can avail the gym facility in given time slot by showing the ID at the entrance of the gym

Authority and responsibility

- Head of respective institute i. e. Principal/Director is Authority for all sport activity conducted for their students. S/he in consultation with respective Dept. head will permit the students for participation in sport activity.

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- Sports director is responsible for all the activities including practice & competitions. Also responsibility can be shared with enthusiastic faculty from all institutes/colleges.

7) Schedule

Schedule of sport activity will be prepared by Sports director by having intra-collegiate, inter college, university, etc. competition dates from various sports authorities. He will also take care that academic activity of students will not be hampered.

8) Maintenance Scheduled

- Any sports equipment or gym equipment get damaged will be notified by the concern person to the co-coordinator/ higher authority in writing /oral.
- Coordinator / authority check the status of the equipment/material and checks the reparability of the material. If the material in the condition of repair through store requisition it get repair from vendors
- If the material is beyond the repair condition it will get part off and new material requisition is made and through store purchase of the new material is done.

9) First Aid

- First aid box is available in Gymnasium.
- Few volunteers are trained for first aid.

10) Medical emergency

- When some mishap occurs, injured person will be carried to Kalyani Nursing Home Lohegaon, by college vehicle or Ambulance Or
- Call medical emergency no. 108.
- Injury and hospitalization is brought to the notice of head of respective institute and parents immediately.
- To check valid Identity card of regular students and faculty members.
- To make entry in visitors book with appropriate identity and issue gate pass to visitors.
- To ask visitors to park their vehicles at appropriate place and style.
- To collect back gate pass from visitors at the time of exit with due signatures.

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The institute has on campus hostel facility for girls. Hostel facility is provided for all girl students as per their needs and availability. It has total 34 rooms. Total capacity of hostel is 138 students. Each room has sufficient cupboards, tables, chairs and beds.

One full time warden is appointed for the hostel, constant supply of purified drinking water, recreation hall with indoor games and television set, computers with Wi-Fi facility solar water heater, UPS backup, security guards and CCTV cameras are in function round the clock, sanitary napkin vending machine and disposal machine, Newspapers are made available in recreation hall

The details of hostel infrastructure are as follows.

Sr. No.	Description	Particulars
1	Area of Hostel	
2	No. of floors	
3	No of rooms	
4	Area of each room.	
5	No of students can be Accommodated	

Following facilities are provided in the hostel.

- One full time warden is appointed for the hostel
- Constant supply of purified drinking water
- Recreation hall with indoor games and television set
- Centralized computers and Wi-Fi facility
- Solar water heater
- UPS backup
- Security guards and CCTV cameras are in function round the clock
- Sanitary napkin vending machine and disposal machine
- Newspapers are made available in recreation hall

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