

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



D J PATIL GROUP

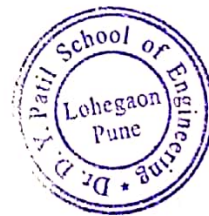
Infrastructure Policy

Utilization and Maintenance of Infrastructure

DYPSOE / POLICY/ 2020/ Infrastructure / Version 1

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Vision

Empowerment through quality technical education

Mission

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- M1: To excel as a center of excellence in technical education
 - M2: To impart skill based education to meet the needs of industry and Society
 - M3: To achieve excellence in teaching, learning and research
 - M4: To inculcate social & ethical values among the students

Quality Policy

We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders.



1. Introduction:

DYPSOE is committed to create, develop, provide and maintain necessary infrastructure in all the domain. We are also committed to provide all possible and essential amenities and infrastructure for all the stake holders. The Institutes is having established system and a well-developed policy for maintenance and utilization of computers, classrooms, equipment and laboratories as well as its support infrastructure. The policy aims at providing transparent and user-friendly guidelines as the basis of equitable allocation and efficient utilization of facilities based on the educational. research and administrative requirements of the institution. The policy not only provides a framework for the optimal use of physical infrastructure but also allows a regular re-assessment of the institutions spatial requirement.

2. Policy Statement:

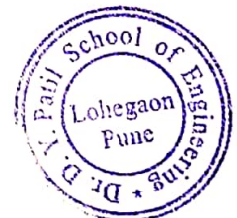
The Policy for Utilization and Maintenance of Infrastructural Facilities is carefully chalked out with a view to provide instructions to the students and staff of the College as well as other stakeholders regarding judicious utilization and maintenance of infrastructural facilities including physical infrastructure like building, grounds, lawns, parking space, Library infrastructure and equipment including laboratory, sports, furniture, etc.

3. Scope of the Policy:

The college infrastructure development is a strategic process that uses a healthy planning framework designed to deliver college strategic outcomes.

This policy is intended to cover various types of facilities on college owned building as under.

- Academic and Administrative offices
- Classrooms/Seminar Rooms
- Library and Study room
- Conference room
- Research laboratories
- Incubation center



- Gymnasium and sports facility
- College garden
- Common space
- Refreshments facility

4. Definitions:

Facility: Physical infrastructure like college building, any structure, laboratory, library, sports space, gymnasium, equipment, furnishing, parking space etc. present in the college campus.

Equipment: Items acquired by the college including, but not limited to sports, scientific and laboratory equipment, computers and information technology equipment and miscellaneous equipment.

Furnishings: Items acquired by the college including, but not limited to classroom tables, chairs and benches, laboratory tables and storage. workstations, file cabinets, bookcases, office tables. garden benches. other miscellaneous furniture, curtains, blinds etc.

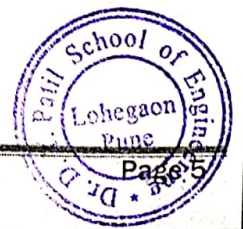
Maintenance: The act of keeping physical infrastructure in acceptable condition or at-d prescribed level of performance. Maintenance also includes replacement of parts of components and other activities needed to preserve the asset so that it continues to provide acceptable services and achieves its expected life.

5. Procedures & Planning For Infrastructure Development:

The college has established system for maintenance and utilization of classrooms, laboratories, equipment and computers. Also college has established planning body to look out about the infrastructural. Planning body comprises Building committee, Purchase committee, College development committee and college advisory committee.

Utilization and Maintenance of Classrooms

- (i) Master Timetable is prepared to facilitate maximum use of all classrooms.



- (ii) Departmental timetable is prepared as per the required workload suggested by the SPPU.
- (iii) The college possesses spacious classrooms having good ventilation including fans, tube lights and faculty desk. All the facilities are properly maintained.
- (iv) Classrooms furniture and teaching aids are maintained by respective department staff.
- (v) College also provides classrooms for conduction of various government exams.
- (vi) The Heads of the departments ensure that the classrooms space is optimally utilized by identifying, allowing and encouraging the 'slow learners' to use classrooms during free lectures under the supervision of departmental faculty whosoever is free in those periods.

Utilization of Laboratory

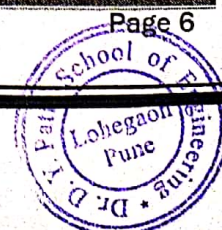
- (i) Laboratories of DYPSOE are fully functional with all necessary equipment's and apparatus.
- (ii) The college has 33 laboratories with fully equipped facility.
- (iii) Laboratories are being run as per schedule timetable and standard operational procedures.
- (iv) Dead stock register is maintained and updated regularly.
- (v) Dead stock verification is carried out during internal audit at the end of academic year
- (vi) Obsolete equipment and instrument is discarded by following standard procedure.

Utilization of Laboratory equipment

- (i) Laboratory in charge has responsibility for the care, maintenance, physical inventory and control of the equipment in their custody.
- (i) It is checked and ensured that sufficient equipment is available in working condition for practical sessions.

Utilization of Library

Dr. D Y Patil School of Engineering Library has always been striving hard to meet the expectations of its users. There has been a long felt need to bring clarity and uniformity in procedures and practices of the library and resource center so as to further improve its efficiency, utility and services. Dr. D Y Patil School of Engineering has a clear policy about carrying out the different activities of the library smoothly without any ambiguity. i.e. collection development, provision of information services, management of other academic support facilities etc. Library plays a very vital role in supporting the



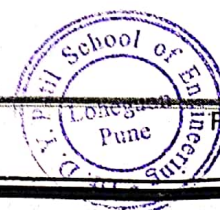
academic programs of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. The Library Advisory Committee (LAC) is constituted by the Principal of the Institution. It plays a vital role in forming the policies, rules and regulations and in implementing those in a proper manner in order to safeguard the interests of all the users. The function of the Library Advisory Committee is to support the functioning of the library in all areas of library administration. It facilitates to implement the library development by advocating the library development activities.

Utilization of Library Space

- (i) Library Space facilities are being used for students, faculty and staff members of the college.
- (ii) The library facility can be availed by external users such as research scholars, alumni, parent and other persons with prior permission of the competent authority.

Functions of the Library Advisory Committee

- To record the minutes for every meeting and circulate it to all the members for consideration. The minutes will be confirmed by all the members in the next meeting.
- To provide general direction to the library.
- To review the functioning of the library to ensure its adaptability and innovativeness.
- To advise the library on matters of policy related to development of library.
- To outline the library collection development policy as and when required, for its implementation.
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, etc. and to direct the library in their adoption.
- To suggest ways and means to generate revenue from library resources.
- To formulate action plan for the development of library infrastructure, facilities, products and services.
- Evaluate the suggestions made by the library users.
- To formulate the policy for library use and procedure to be framed.
- To assist library in providing need based information services.
- To review the requirements of the new programs being introduced by the institute and discuss various aspects regarding that.



- Recommend the information resources both print and e-versions to enrich the library collection.
- Lay down guidelines to maintain proper decorum in the library.

Utilization of Conference / Seminar room

These are allocated for following purposes.

- (1) Meetings of college development committee (CDC).
- (2) Meetings of IQAC
- (3) Faculty and staff meeting by the principal
- (4) Small training workshops for faculties and staff
- (6) Meetings of different college committees
- (7) Guest lectures/seminars/workshops

Utilization of Sports Facilities

- (I) All sports facilities present in the campus are being used for sports education, training, competition and recreation of the college students, faculty and staff members.
- (II) Sports facilities is also allocated to external users for inter collegiate, University level or other sports competitions with prior permission of the ADYPU administrative.

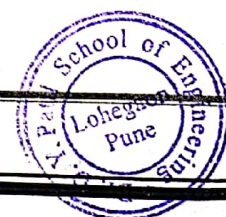
Utilization of Common Space

- (i) The Common Space of the college which includes Auditorium, College sports ground, Parking Space and Canteen is availed by students and staffs.
- (ii) The Common Space of the college is utilized for organizing various co-curricular or extra-curricular activities.

6. Maintenance of Physical, Academic & Support Infrastructure:

Maintenance of Physical Facilities

The physical facilities including class rooms, laboratories, auditorium, seminar hall, smart classrooms and computers are used by students. The physical facilities are maintained and monitored by college maintenance supervisor and his team. It is their responsibility to take care like continuous power supply, water supply, cleaning of classrooms, laboratories, common spaces and college garden is maintained by gardener appointed by college.



Maintenance of Classrooms and Laboratories

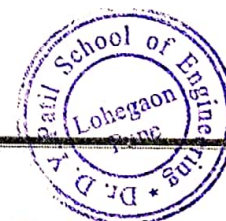
Classrooms and laboratories with furniture, teaching aids are maintained by the respective head of department and maintenance supervisor of college. College students are utilizing classrooms during the working hours. The periodic cleaning of the campus areas in the college including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of housekeeping staff. Toilets are cleaned twice every day. Items such as blackboards, fittings and furniture are regularly renewed and repaired.

The following procedure is adopted for maintenance of laboratory.

1. Once the equipment is purchased as per the standard procedure, it recorded in the departmental logbooks. The equipment is annually checked by the departmental stock verification committee.
2. Heads and faculty in the departments are accountable for proper use of equipment. If the equipment requires maintenance or repair, the faculty members will notify Head of the department. The requisition will be made to the Principal with due sanction from the HOD.
3. In case a small part of the equipment needs replacement, head of the department makes arrangement of fund from college account office for purchasing.
4. If there is a major maintenance/replacement/repair is required, Laboratory in charge will contact the vendor/supplier of the equipment. A rough estimate of repair and maintenance is taken from the technician. Then, it is submitted to the Principal. The Principal gives necessary permission for the same. After this the vendor or technician will repair the equipment.
5. HODs ensures that calibration of all equipment is done regularly.

Maintenance of ICT Facilities

The college has integrated ultra-modern IT methods and is looking forward to the complete automation of the daily activities of the college. College has established systems and procedures for maintaining and utilizing Physical, Academic and support facilities. College has regular maintenance and periodic replenishment of essential facilities. College policy has effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective college functioning.



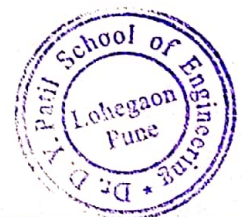
The specific policies are as follows:

- The College maintains server computers to ensure better networking, sharing of computers and centralized monitoring.
- The full-bodied IT infrastructure of the college comprises 487 computers connected with WiFi/LAN.
- The College has two dedicated servers for the smooth functioning of university exam and licensed copy.
- The college library is automated with KOHA software with cloud server facility Library has the subscription of e-books and e-journals via DELNET.
- Question papers, projects are availed through digital repository in the college library.
- Digital library with computers enhances the e-learning and online certificate programs through NPTEL.
- Video conferencing facility.
- ERP software with cloud server facility which enables the smooth functioning of the day today activities.
- The system administrator takes care of the creation, up-gradation and monitoring of the ICT infrastructure
- Website of the College is updated periodically
- User terminals are provided in the library hall for accessing electronic resources and searching OPAC.

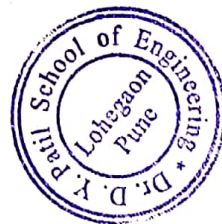
Maintenance of Support & Other Amenities

The college owned and possessed a number of equipment and facilities that also include sports and fitness equipment, Power Generator, Solar panels, Fire Extinguishers, Water Coolers, RO systems, Air Conditioners, etc. After procuring these equipment, their maintenance part is looked after by competent authority with the help of assistants. Their number and record is maintained duly in the logbook/record book. The equipment is serviced from time to time and the maintenance record is entered into the logbook as under.

- The maintenance record of the Power generator is entered in the logbook and the working hours of the genset.
- The solar panels are regularly cleaned by the support staff and are maintained under the Annual Maintenance Contract by the service providers.



- The number of air conditioners installed in the college is entered into the record book and they are regularly serviced under AMC. The maintenance records are recorded into the log book.
- A committee supervises the maintenance of sewage treatment plants and rainwater harvesting/ recharging systems.
- The maintenance of equipment for water pumping plants, sewage, etc. are undertaken by the equipment supplier.
- The campus is equipped with 24/7 safe and adequate drinking RO water supply. It also has coolers and purifiers, which are regularly cleaned and maintained.
- Fire extinguishers are installed in every floor of college, administrative offices, seminar halls, library, auditorium and corridors as per the conditions laid down by fire authority and are maintained by the respective departments with the support of the committee. These are replaced/re-filled from time-to-time or as and when required.
- Canteen facility is accessible for all stakeholders and its maintenance is looked after by respective service providers on annual contract basis along with the Canteen Committee, which oversees the maintenance and hygiene of the canteen on regular basis.
- Green environmental Aspects-Gardens, lawns, solar panels, rain-water harvesting systems, Herbal garden and the green house are maintained by the gardeners every day and frequently by the National Service Scheme volunteers as a service activity. A campus cleanliness and beautification committee oversees the maintenance of the same.
- The college remains under 24X7 surveillance. It is taken care of by the Campus Security.



7. Policy Details:

Policy drafted by	IQAC
Policy Applies to	Infrastructure
Effective from the date	1 June 2020
Approved by	Management and IQAC
Responsible Authority	Principal
Superseding Authority	Management
Last Reviewed	1 June 2020
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Prepared by
IQAC


Approved by
Principal


Approved by
Management

