Bharatiya Jain Sanghatana's
Arts, Science and Commerce College Wagholi, Pune – 412207

ACADEMIC ADMINISTRATION OF THE COLLEGE

1.	Title of the policy	**Academic Administration of the College**
2.	Administrative Policy Number	(APN) (Suggested By IQAC):
3.	Brief Description of the Policy:	Restructuring of the academic administration of the College, the affiliating University for efficient and harmonious functioning of academic affairs of the institution. With earmarked duties and responsibilities, in order to avoid conflicts and dual commands and achieve the goal of greater academic excellence.
4.	Drafting	Internal Quality Assurance Cell (IQAC) of the College
5.	Policy Applies to:	The teaching staff of the College including staff engaged in laboratories.
6.	Effective from the Date:	2019-20
7.	Approved by:	College Development Committee of the College
8.	Responsible Authority	IQAC cell of the college
9.	Superseding Authority	Principal
10.	Last Reviewed/ Updated:	NA
11.	Reason/Objective of the policy	The policy will ensure the removing dual commands and over lapping of programs, increase inters-disciplinary approaches to teaching learning. Streamline documentation and improve accountability and there by ensure efficient and harmonious functioning of the different aspects academic administration of the College to achieve greater academic excellence.
12.	References for the policy	University Academic Administration as cited in the University Calendar.

Definition of the policy:

"Policy is a communication between the organization and its stakeholders on the views. expectations, values and methodologies of work in a specific area".

- In this case it is policy about middle management.
- In this case the policy focuses on the institution's vision and mission of attaining excellence in academics.

- In this case the policy tells us to restructure the academic administration of the institution in order to bring about great efficiency and harmony in its functioning.
- In this case the policy will be implemented though procedures of acceptance, recognition and sanction by proper authorities at various levels and various points of time as mentioned in the policy.

Preamble to the policy:

One of the main thrust areas of the NEP 2020 is promotion of interdisciplinary studies. There is a need to open out academics in the HEIs to a broader spectrum of academic options for the student and teacher. The NEP 2020 also focuses on further aligning education in HEIs to contemporary demands of the society. To generate knowledge, stimulate research and adapt education systems to employability are goals that can be met only when there is greater traction between academic disciplines.

In the next two decades the College is bound to grow in stature and will have more autonomy in devising its own methods of educational systems. It will need to focus on new areas of knowledge that will include artificial intelligence, management systems, greater qualitative and quantitative research and deeper theoretical understandings in social sciences. All these will be necessarily interdependent and will operate beyond the confines of specific disciplines.

An initial step to write the policy for:

'Restructuring of the academic administration of the college 2020° is required.

Policy statement:

The Policy will be known as Restructuring of the academic administration of the college

Policy purpose:

The purpose of the policy is to restructure the academic administration of the College, affiliating University for proper harmonious functioning of academic affairs of the institution with earmarked duties and responsibilities, in order to avoid conflicts and dual commands and ensure efficient functioning of the different aspects of academic administration of the College. Further the purpose of the policy is to strengthen the present academic administrative structure with a modified academic administrative structure in the institutions.

Definitions:

Academic Committee: The Principal will constitute a six-member Academic Committee comprising of the Principal, Vice-Principal, IQAC Coordinator, and the Deans. The Principal

will get this Academic Committee approved by the Governing Body. The term of the Academic Committee is for two years. The Principal may with the approval of the Governing Body continue with the Academic Committee for another two years.

The Principal may dissolve and reconstitute the Academic Committee with the approval of the Governing Body. In case of the non-availability of any member of the Academic Committee due reasons of long term leave, death, resignation etc. the Principal may appoint another member who fulfills the essential qualification of the post for the remaining term with approval of Chairman of Governing Body.

At least four meetings with the Head of Departments as follows:

a. To decide on the calendar of programs.
b. To decide the budget of the programs.
c. Mid semester review meeting.
d. End semester documentation meeting.
- Allocation of yearly budget of each program and infrastructural requirements.
- The academic committee will prepare and present a report to the governing body annually.

Procedures:

- The IQAC holds a meeting to discuss the need for the Policy. A Subcommittee is formed to draft the policy. The IQAC second meeting will be held in which the drafted policy is presented. The IQAC approves of the Draft with certain changes after deliberation.
- Documents: Letter of intimation of meeting with Agenda.
- Signed Attendance list of the Meeting.
- Minutes of Meeting of IQAC.
- The IQAC Director forwards the final Policy document to the Principal with a covering letter and with documents of proceeding of two IQAC meetings.
- The principal calls a meeting of the Governing Body of the College. The Governing Body evaluates and permits the implementation of the Policy.
- Documents: Forwarding Letter from Director 10AC and Letter of intimation of meeting with Agenda
- Notification by the Principal for the appointment of Dean along with pro-forma of application.

- Documents: Notification for selection and appointment of Dean and Attached pro forma
- The Principal notifies the constitution of the Academic Committee of the Schools and calls for the first meeting of the Committee.

Key performance indicators (KPIs) :

1. Number of academic presentation by students which are inter-disciplinary in nature.
2. Analysis of results.
3. Analysis of students going in for higher studies.
4. Increase in inter disciplinary research projects.

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Infrastructure Facilities of the Institution

Sr.No	Title of the Policy	Maintenance and Utilization of Physical, Academic & Support Infrastructure
1.	Infrastructure Policy umber (IPN)	Area of Function: Infrastructure
2.	Brief Description of the Policy	The Policy helps in judicious utilization and allocation of Institutional facilities and guides in the maintenance and upkeep of the infrastructure
3.	Draft prepared by	IQAC/College Maintenance Committee
4.	Policy Applicable to:	Infrastructure
5.	Policy Effective from	2019-20
6.	Approved by:	Governing Body/Management
7.	Authority Responsible	Principal
8.	Superseding Authority	Management
9.	Last Updated/ Reviewed	NA
10.	Web Address of the policy	
11.	Key Objectives	Utilization Allocation & Maintenance of Infrastructural Facilities of the Institution
12.	References	UGC, State Directorate of Higher Education

Introduction:

Institutions own and operate an expansive infrastructure to deliver its teaching, learning and research programs. The Institutes should have 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 and also delineates the SOPs regarding maintenance and upkeep of the institutional infrastructure.

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.

DEFINITIONS:

Term	Description
Facility	The term 'Facility' refers to the 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 with prior written sanction of the Principal.
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.
Facility Life-Cycle	The cycle of activities that a facility undergoes including planning, design, initial acquisition and /or construction, cycles of operation and maintenance and capital renewal, and finally disposal.
Maintenance	The act of keeping physical infrastructure in acceptable condition or at a \prescribed level of performance, it includes planned, preventive, deferred and other types of maintenance. 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.

Maintenance Plan	Information, policies and procedures for the optimal maintenance of physical infrastructure
Maintenance Standards	The standards set for the Maintenance service, usually contained in preventive maintenance schedules, operation and maintenance manuals, Estimating criteria, statutory regulations and mandatory requirements, in accordance with the maintenance outcomes.
Planned Maintenance	Maintenance performed as a result of the condition of a physical facility. Condition based Maintenance is a type of planned Maintenance activity. Periodic inspections are undertaken to determine the current condition of a facility and to determine estimated cost to correct deficiencies.
Corrective maintenance	Maintenance actions performed as a result of failure of a facility Including the modification or-design of the asset.
Deferred Maintenance	1) Any non-scheduled maintenance that is not performed on schedule, unless it is determined from the material condition of the equipment that the scheduled maintenance does not have to be performed until the next scheduled maintenance. 2) Any non-scheduled maintenance that would render the property or equipment non-operational and is not scheduled and performed in a reasonable time. In either case. Circumstances such as, but not limited to, non-availability of parts or funding would be considered reasons for reporting the maintenance as deferred maintenance activities that were not carried out.
Maintenance	Form part of the annual operating budget.
Service maintenance	Service undertaken seasonally or annually to enable the required level of service to be delivered service maintenance is a type of planned Maintenance activity.
Unplanned maintenance	Corrective work required in the short-term to restore an asset to a working condition.

PROCEDURES:

Allocation & Utilization of Physical Infrastructure

Allocation of Classrooms & Laboratories

a. The Principal constitutes a Timetable committee comprising of two to four. Senior faculty members from different streams.

b. Departmental timetables are submitted by the HoDs to the committee, prepared as per the required workload suggested by the UGC/DHE/KUK.

c. The committee in co-ordination with HoDs of all the departments prepares a ground Timetable for the college.

d. It is the responsibility of this committee to judiciously allocate all the classrooms keeping in mind the size of the classroom and the strength of the class.

e. The Heads of the departments ensure that the laboratory space is optimally utilized by identifying, allowing and encouraging the slow learners to use labs during free lectures under the supervision of departmental faculty whosoever is free in those periods.

Allocation of Office Space:

I. Office space is the College property that is allocated to administrative staff, heads of various departments, librarian, or to any committee as available, in a manner that best advances College interests.

II. The Principal allocates departmental Offices and administrative offices are allocated by the Office Superintendent in consultation with the Principal.

Allocation of Library Space:

I. Library space facilities are extended to current students, present faculty and staff and also to the retired staff members of the college.

II. The facility can be availed by external users such as research scholars, alumni, parents and other persons with prior permission of the competent authority, which in this case shall be the Principal.

Allocation of Sports Facilities:

I. All sports facilities present in the campus are used for sports education, training, competition and recreation of the college students, faculty and staff members.

II. The schedule of gymnasium is decided by the HoD of the Physical Education department in consultation with the Principal.

III. College sports facilities can be allocated to external users for inter collegiate, University level or other sports competitions with prior permission of the Principal.

Allocation of Common Space:

a. Common Space of the institution includes Auditorium, Conference Room, Seminar Rooms, College Ground, Common Room, Open-air theatre, Staff Room, Parking Space and Canteen.

b. The common space of the institution is utilized for organizing various co-curricular or extra-curricular activities of the institution or for providing leisure facilities to the students and staff of the institution.

c. The common space is allocated to external users only with the prior permission of the Principal.

Allocation of Equipment:

Technical Equipment

a. The college owned equipment such as servers; computers, LCD projectors, Televisions, Sound equipment, printers, audio-visual aids and generator are operated by trained personnel authorized by the College authority.

b. Internal users requiring the use of College equipment request for these services when reserving the facilities by seeking prior written permission from the competent authority, i.e. Principal.

c. If the external users organizing some event in the college premises require this equipment. They give their requirement in written to the Principal, and then deputes the appointed technician to make the arrangements.

Laboratory Equipment:

a. Custodial Departments have primary responsibility for the care, maintenance, physical inventory and control of the equipment in their custody.

b. Head of the departments ensure that sufficient equipment is available in working condition for practical sessions and research work from the available equipment in the department.

Policy for Maintenance of Physical, Academic & Support Infrastructure Integration of Maintenance Process:

Infrastructural improvements to all properties owned by the Institution must be effectively and efficiently maintained in order to support operational efficiency, as well as to ensure sustained use, occupational health, safety and financial viability. An integrated maintenance approach must be followed, incorporating breakdown maintenance. Preventive maintenance, condition-based maintenance and macro-maintenance processes, into a single maintenance plan, ensuring that facilities and support infrastructure are maintained to an optimum level, preventing asset deterioration.

Maintenance Budget: Operational maintenance budget must be prepared as part of the annual budget cycle, including forecasts for breakdown maintenance and estimates for preventive maintenance. Macro-maintenance budgets, linked to macro-maintenance programs, as well as cost estimates relating to deferred maintenance work, must be included in the Infrastructure Plan.

Maintenance Operations: The physical facilities of the institution are maintained by seeking services of plumbers, electricians, and computer analysts who are available round the clock in the campus. Teachers-in-charge and electrician are responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Support staff undertakes maintenance of water plumbing plants sewage and drainage.

Maintenance of Classrooms, Smart Classrooms and Laboratories including Language Lab

i. Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department.

ii. Items such as blackboards, fittings and furniture are regularly renewed and repaired as part of the maintenance policy.

iii. The laboratory assistants take care of their respective laboratories.

iv. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis.

v. Staff of respective departments monitors the maintenance of the laboratories.

vi. Students optimally utilize all classrooms during the daylong working hours and are also guided for the upkeep of furniture.

vii. Cleaning of the campus areas in the institution including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of support staff. Toilets are cleaned thrice every day.

viii. Whitewash of the building is done on cyclical basis and in case there is some urgency, it is done on need base.

Maintenance of Library and Library Resources

i. The library staff is instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents.

ii. Bound volumes are carefully stacked to maintain the shelf life of the books.

iii. Cleanliness and maintenance is done regularly.

iv. Proper pest management is done to minimize the problems caused by insects like termite and white ants. Borax or common salt is used to prevent cockroaches.

v. Sodium fluoride is applied to bound volumes to save them from silverfish.

vi. Proper cleaning, fumigation and exposure to sunlight to the documents is done to reduce the effect of insects in the library. Repellants are used to save materials from rats.

Maintenance and Utilization of Seminar Halls and Auditorium

1) Seminar halls and auditorium are under the purview of the Office Superintendent and the cleanliness is taken care of by the housekeeping team.

2) Effective utilization of seminar halls and auditorium for organizing academic meetings, seminars, conferences and cultural events is made.

3) For accessing the facilities, the organizing faculty/staff member submits a form available with OS, through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.

Maintenance of Electronic Instruments & ICT facilities

1. The Computer Centre and its support staff maintain the ICT facilities including projectors, smart boards, laptops, podium, computers, printers, UPS and servers.

2. The annual maintenance includes the required software installation, antivirus and up gradation.

3. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.

4. The out dated electronics/computers are put on buy back as per norms.

5. Campus Wi-Fi is maintained by the respective service center.

6. The maintenance of ICT equipment comprises actions that are carried out to replace worn out assets.

7. The technical assistants on monthly basis do routine maintenance by checking and reporting the status of the equipment to the HOD.

Maintenance of Lab Equipment

The policy document provides guidelines for maintenance of all types of equipment retained in various laboratories. Maintenance policy ensures that equipment is always ready to use and in reliable condition as well as calibrated to provide quality outputs.

1. Once equipment is purchased as per the standard protocol it is registered in the Dead-Stock book and annually checked by the departmental stock checking committee.

2. Hands on training to the laboratory assistant in the departments are accountable tor proper use of equipment. For Regular maintenance or repair, the faculty members will notify Head of the department. The requisition will be made to the Principal.

3. In case a small part of the equipment needs replacement, head of the department will make arrangement for that. With the help of laboratory assistant, the part with cost less than Rs. 500/- will be purchased and replaced. The cost of this replacement can be done through advance/ contingency fund taken for the local purchase from college office.

4. If some major maintenance, replacement or repair is required, Head of the department will contact the vendor/supplier of the equipment. A rough estimate of repair and maintenance must be taken from the technician. This must, then, be submitted to the Principal. The Principal will give necessary permission for the same. After this the vendor or technician will repair the equipment.

5. If there is necessity to move equipment out of college campus for repair or maintenance, the permission must be sought from the Principal by the Head of the department.

6. HODs must ensure that trained technicians on regular basis should calibrate all equipment required for practical training of the students.

7. A maintenance register is maintained for the equipment in which the following are recorded:

   a. Item number and user/location b. Technical details c. Up-gradation d. Service e. repair undertaken, if any.

Maintenance of Support & Other Amenities

The institution owns and possesses a number of equipment and facilities that help in the day-10-day functioning of the institution. These include sports and fitness equipment, Power Generator, Solar panels, Fire Extinguishers, Water Coolers, RO systems, Air Conditions. Once this equipment is procured through proper procedure, the maintenance part is looked after by competent authority with the help of assistants. Their number and recode managed duly in the logbook record book. The equipment is serviced from time to line and the maintenance record is entered into the logbook.

1. The sports equipment, fitness equipment ground and various courts in the institution are supervised and maintained by the members of Physical Education Department Expensive equipment in the gymnasium is maintained through Annual Maintenance Contract.

2. The maintenance record of the Power generator is entered in the logbook along with the diesel input and the working hours of the genset.

3. The solar panels are regularly cleaned by the support staff and are maintained under the Annual Maintenance Contract by the service providers.

4. The number of air conditioners installed in the institution is entered into the record book and they are regularly serviced under AMC. The maintenance record, too, is recorded into the log book.

5. A committee specially constituted along with the support staff maintains the effluent treatment plants and rainwater harvesting/ recharging systems.

6. The maintenance of equipment for water pumping plants, sewage, etc. are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier.

7. The campus is equipped with 24/7 safe and adequate drinking water supply using water coolers and purifiers, which are regularly cleaned and maintained under Annual Maintenance Contract.

8. Fire extinguishers are installed in all labs, 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.

9. Canteen facility is accessible for all stakeholders and the maintenance is looked after by respective service providers on annual contract along with the Canteen Committee, which oversees the maintenance and hygiene of the canteen on regular basis.

10. Green environmental aspects Gardens, lawns, solar panels, rainwater 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.

11. The institution remains under 24X7 surveillance and the facility is taken care of by the Campus Security Committee and through annual contract with the service providers.

Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports and all assets and reporting of repairs is done by designated faculty as a year and activity and the consolidated report is submitted to the administration to take necessary actions, if required.

Replacement of Equipment/ Electronics / Computers:

The maintenance comprises actions that are carried out to replace worn out assets.
To avoid e-waste the outdated electronics /computers are put on buy back as per norms and new items are procured.

Day-to-day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance. Checks are taken care of by the Office Superintendent as well as College Management Committee.

Renovation, Alteration and Up-gradation of Existing Infrastructure

1. Renovation, alteration and up-gradation of the existing academic, research and support facilities done as per requirement, to accommodate new or reformed programs.

2. Principal decides the renovation in consultation with Construction & Maintenance Committee of the college.

3. The requisition for the same is submitted to Management of the college and the work is carried out after seeking due permission.

Forms:

- Requisition Form
- Form for Repair
- Annual Stock Check Register

Comparative statement

Department Logbook format

Monthly Lab Maintenance Report

KPI's-

1) Percentage of the institution budget (excluding salary) is allocated for the maintenance of its physical, academic and support facilities

2) Percentage of the allocated budget for the maintenance of its physical, academic and support facilities is utilized by the institution

3) Average time taken to repair the faulty equipment once it is brought to the notice of the concerned authority

4) Average utilization time of the classrooms, laboratories, Seminar Halls, AVR, etc.

5) Number of maintenance/repair requests received per semester

6) Ratio of maintenance/repair requests attended to the requests received.

Checklist for Audit

- Policy document
- Budget
- Income and Expenditure statement
- Audit Report
- Minutes of the meetings
- Logbooks
- Annual stock checking reports
- Stock registers

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