AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S. S. Jain Educational Society)
Affiliated to the University of Madras | A Jain Minority Institution
Re-Accredited by NAAC
Meenambakkam, Chennai – 600061

DOCUMENT INDEXING - INTEGRATED POLICY		
Title: Infrastructure Utilization and Maintenance Policy		
Description: This policy sets guidelines for the effective use and upkeep of facilities, ensuring a conducive learning environment. It outlines regulations for laboratories, libraries, sports, and classrooms, promoting safety, accessibility, and sustainability for all users.		
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Effective Date	22-05-2024	
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Policy Population	All stakeholders of the Institution.	
Policy Implementing Department	Estate Office	
Proposer	Ms. V. Rekha, Criterion 4 Champion, IQAC	
Drafter	Ms. Bhavani S, Assistant Professor, IQAC	
INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) – IP		
Designation	**Name**	**Signature**
Director	Dr. N. Venkataramanan	
Vice-Principal	Dr. S. Ananthakrishnan	
Dean (SF)	Dr. M.M. Ramya	
Coordinator, IQAC	Dr. V. S. Murali	
Deputy Dean (SF)	Dr. R. Surekha	
Chief Manager (SF)	Mrs. Sangeetha Rajappa	
AUTHORIZATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Shri. Pannalal Chordia	
Secretary/ Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

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I. Overview

Agurchand Manmull Jain College situated on a sprawling 40-acre campus, is committed to maintaining a conducive learning environment through the proper upkeep of its physical, academic, and sports facilities. This policy outlines the regulations for the use and maintenance of these facilities to ensure they remain in optimal condition.

II. Laboratory Facilities

1. **Purpose**: To ensure the safe and effective use of laboratory facilities, fostering an environment conducive to learning, research, and innovation.
2. **Scope:** Applies to all students, faculty, staff, and visitors utilizing laboratory resources.
3. **Regulations**

a) **Stock Management:** Maintain a stock register for all systems, equipment, and chemicals. Departments must submit new requirements before each semester.

b) **Maintenance Records:** Lab technicians maintain the record of lab maintenance supervised by the HODs.

c) **Equipment Care:** Regular calibration, repair, and maintenance of lab equipment. Non-repairable systems are disposed of annually.

d) **Waste Disposal:** Systematic disposal of chemical and e-waste.

e) **Damage Reporting:** Immediate reporting of damages to the competent authority, followed by a formal report within a week.

III. Procedure

1. **Access Authorization:** Mandatory safety and orientation training before access. Only authorized individuals may use the labs.
2. **Preparation and Conduct:** Adherence to safety guidelines and SOPs. Appropriate PPE must be worn.
3. **Supervision:** Undergraduate students must be supervised during lab use.
4. **Equipment Use:** Handle equipment responsibly and report any damage immediately.

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5. **Waste Management:** Proper disposal of waste materials and workspace cleanup.
6. **Emergency Procedures:** Familiarize oneself with emergency exits and procedures.

IV. Library Facilities

1. **Purpose** To provide a productive, accessible, and technologically advanced library environment that supports academic learning and research.
2. **Scope** Applies to all students, faculty, staff, and authorized visitors.
3. **Regulations**
4. **Access and Membership:** Valid institutional ID required for access. Online resources accessible with login credentials.
5. **Resource Booking:** Study rooms and equipment can be booked in advance.
6. **Borrowing and Returns:** Adhere to borrowing limits and return policies. Late returns may incur fines.
7. **Digital Resources:** Access to e-books, journals, and databases. Training sessions offered periodically.
8. **Study Areas:** Designated areas for collaborative and quiet study. Maintain noise levels and use headphones for audio materials.
9. **Technology Use:** Free Wi-Fi available. Comply with IT policies.
10. **Conduct:** Respect library policies and maintain cleanliness. Troublemaking behaviour may lead to disciplinary action.

V. Sports Facilities

1. **Purpose** To promote physical well-being, teamwork, discipline, and leadership through sports activities.
2. **Scope** Applies to all students, faculty, and staff using the sports facilities.
3. **Regulations**
4. **Booking and Scheduling:** Reserve facilities in advance. Priority given to official events.
5. **Access:** Valid ID required for access. Facilities open during designated hours only.

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6. **Equipment Use:** Check out equipment with a valid ID and report any damage immediately.
7. **Safety and Conduct:** Wear appropriate athletic attire and follow safety guidelines. Rough play and disruptive behaviour are prohibited.
8. **Guest Policy:** Guests allowed with a current member and completed waiver forms.
9. **Maintenance:** Users must clean equipment after use and report maintenance issues.

VI. Classrooms

1. **Purpose** To ensure classrooms are conducive to learning by maintaining cleanliness and functionality.
2. **Scope** Applies to all students, faculty, and staff.

Regulations

3. **Booking:** Unscheduled use requires prior approval.
4. **Access:** Valid ID required for access. Classrooms open during designated hours.
5. **Conduct:** No food or beverages allowed. Maintain cleanliness and rearrange furniture after use.
6. **Guests:** Allowed only for official events or with prior approval.
7. **Maintenance:** Report any issues immediately. Regular inspections to ensure proper maintenance.

VII. General Maintenance

1. **Responsibility** The facilities department is responsible for the maintenance and upkeep of all infrastructure.
2. **Procedure**
3. **Furniture Requirements:** Departments submit requirements to the Principal/Dean for management approval.
4. **Cleanliness:** The facilities department ensures cleanliness using modern tools.

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5. **Complaint Register:** A register for students and faculty to report issues, resolved within a set timeframe.
6. **Energy Conservation:** Students are encouraged to conserve energy and maintain cleanliness.

VIII. Conclusion:

By following the procedures outlined in this policy, the College aims to ensure that its infrastructure remains in optimal condition, fostering a safe and effective environment for learning and development.

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