



Gondia Education Society's

**Manoharbhair Patel Institute of Engineering &
Technology Shahapur, Bhandara- 441906 (M.S)**

(Affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur)

PROCEDURES AND POLICIES

(For Utilization of Academic and Physical Facilities)

Prepared by

Internal Quality Assurance Cell

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PROCEDURES AND POLICIES

(For Utilization of Academic and Physical Facilities)

The academic facilities and associated infrastructure at the institute forms the backbone of any education institution. Therefore these facilities should be optimally used to its capacity and also be maintained in an efficient manner. In this regard a proper procedure and policy for their utilization and maintenance should be formulated to have a better co-ordination between the users and the administration. The policy shall cover the facilities in the institute including Classrooms, Seminar Hall, Play ground & Sports equipments, Library & Reading Room, Laboratories and Computer Center.

1. Classrooms

The classrooms shall be allocated to the different faculties/classes as per the respective Time-Table for various branches. In case of special needs of any faculty for using a specific class room of any other department, the matter may be resolved by consulting with permission of the respective Head of Department (HOD). In case of any further issues it should be brought to the notice of the Principal. The faculty can use the allotted rooms for their co-curricular activities as and when needed without disturbing the classes. In case there is a need to shift the classes, it may be done with the permission of the HOD. The college being located in a district can be used as a centre for different competitive exams. The conducting agency should seek a written approval for using the classrooms from the Principal for the said examination.

2. Seminar Hall

The Seminar Hall can be used for conducting various academic, co-curricular and extra-curricular activities of the college. The seminar hall can be made available and allotted for programmes of the college by taking the permission of the Principal. However, it shall be the sole discretion of the Principal to allot the hall based on priority of a programme to be conducted. In case, if a programme is to be arranged an external agency / Government Agency/ NGO prior intimation with programme details in written programme in-charge must be given to the Principal and after his final consent it shall be made available.

3. Play Ground for Sports and Facilities

The college has a vast play ground and other open space with helipad within the campus with Basket-ball Court, Volley ball, Badminton Court, a well-maintained ground for different sports activities. This is being used extensively by the students of the college during the sports week. All these facilities shall be coordinated by the Sports In-charge. People from outside the college may be allowed to use the play ground facility or for conducting sports matches with written application to the Principal and his approval.

4. Library and Reading Room

The college has a Library and a reading room with access to books and journals and periodicals. The cleanliness in the Library should be maintained at all times so that the users feel comfortable using the library and reading room. The recommendations by the faculty for the purchase of the journals and books shall be reviewed by the respective HOD's and forwarded to the Principal for the approval.

5. Computer Centre

Each department has its own separate computer centre. This is used for conducting practicals as per the syllabus or for learning relevant software's related to respective branches. The computer centre can be used by both students and individual faculty for their work. Apart from this the concerned lab in-charge and the HOD can allow other departmental students faculty to conduct their practicals or any other academic purpose. The Principal can permit on receipt of request from government and private agencies to conduct different online examinations utilize its computer laboratories on mutually agreed charges.

6. Laboratories

Most of the Departments of all engineering branches have been provided with well equipped laboratories for the conduct of their practicals. These laboratories may be shared within the departments with consent of laboratory in-charge and permission of the HOD. If an external research scholar or any other external agency wishes to use laboratory facility for research or testing purposes they shall submit an application to the

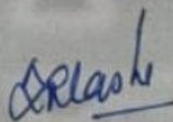
concerned HOD. The HOD in consultation with the respective laboratory In-charge after discussion with the Principal and his approval shall permit the use of the facility with charges.

7. Sponsorship of faculty or the students for attending FDP/ STTP/Conferences/ Seminar

It is very necessary for the faculty to continuously upgrade their knowledge and get in touch with the latest prevalent trends in engineering and technology. In view of this faculty members shall be encouraged to attend the various sponsored courses (such as FDP/STTP/Conferences/Seminar) run by government agencies for which they shall be granted paid leaves for the duration and travel to other places with the written consent and permission of the Principal. However, the number of courses in a academic semester shall be limited to one number per semester (for 1 week FDP/STTP) and in extreme cases at maximum three courses for one academic year if permitted by the Principal. Similarly number of conferences/ Seminars (one to two days) shall be limited to two numbers per semester. In case, the principal with his discretion may also financially sponsor registration fees and TA/DA to attend any such courses for both faculty and students.



IQAC Coordinator



Chairman (IQAC)

Principal, MIET, Shahapur, Bhandara

Principal
MIET, Bhandara



8. Purchase and Procurement:-

Purchase and Procurement of different consumable and non consumable items is an continues process as different items are required from time to time at administrative and department level. Stationary shall be made available at the stores and can be obtained directly from the stores by the faculty from the stores In-charge. While, if the bulk

quantity is required by any faculty it has to be forwarded through the HOD of respective department to the Principal after whose approval it can be obtained/ ordered by the stores in-charge. In case of any other requirement at department level or for any laboratory, the respective faculty/ laboratory In-charge shall get it forwarded through the HOD and submit it to the Principal for the approval. The request letter must contain general specifications, approximate cost of the item to be procured.

9. College Maintenance Activities:-

The Maintenance activities at the college can be divided into three categories; a) Superstructure of the institute with fittings & campus maintenance, b) Those related to electrical, electronic machine and computers and accessories and c) Departmental laboratories.

The decisions of maintenance issues related to superstructure of building which includes procurement, repairing and maintenance (Superstructure- painting, repairing, electrical fittings, pumps/ motors, lift, cleaning of floors, water tanks, urinals & w/c, maintenance of lawns and gardens) shall come under the College Development Committee comprising of senior administrative staff at the college with Principal as chair person. The maintenance team shall consist of maintenance engineer, supervisor, electrician, plumber and labors. The team shall work as directed under supervisor and report to the maintenance engineer who will verify and further report and follow the instructions as directed by the administration and Principal.

Different electrical machines such as fans, water coolers, AC, other major electrical fittings shall be maintained by the college electrician and for major faults by the respective service centre. For computers with accessories and internet connection (through service provider) an external service agency shall be provided to maintain the same from time to time as required.

Similarly, maintenance related to the repairs of instruments in the laboratories shall be carried as per the requirement and at the request submitted by the respective laboratory in-charge, forwarded through the HOD to the Principal. If this is possible at the college level by technicians/ electricians it can be immediately resolved. However, if an external agency is to be invited to do so, prior permission must be taken from Principal to invite them.

10. Financial Support to economically weak students

The institute is established to cater the education. The majority of the students in the Institute are from Bhandara and Gondia districts, which are economically challenged. While the government provides the various scholarships to the students, i.e. GOI and Freeship, those are not enough to sustain. Many students' background is agricultural and is economically weak and they are sometimes unable to pay exam fees.

The institute shall make every effort to ensure that the education of the students coming from disadvantaged socio-economic sections of the society is not affected due to financial problems. The principal of the institute with permission of the management shall provide the concession in admission fee of the needy students so that they do not deprive of their interested course.

College Development Committee

Bhandara



Principal

MIET, Shahapur,
Principal
MIET, Bhandara