



SADHU VASWANI MISSION'S
St. Mira's College For Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)
Reaccredited by NAAC- A Grade, cycle 3
[ARTS, COMMERCE, SCIENCE ,BSc(Computer Science), BBA, BBA(CA)]
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PU/PN/AC/015/(1962)

College Code:- 013

List of Infrastructure Policies-

- **Infrastructure Utilization and Maintenance Policy**
- **IT Policy**
- **Laboratory Policy**
- **Classroom Policy**
- **Library Policy**
- **Sport Policy**



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POLICY TITLE: Infrastructure Maintenance and Utilization Policy	
Policy Number:	4
Description of the Policy	Guidelines for maintenance and upgrading college building, ground, laboratory equipment, furniture, library and sports facility.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching/Non Teaching
Effective from:	15/6/2017
Revised on:	June 2020-21
References for the Policy	UGC guidelines



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[2017-2022]

Infrastructure Maintenance and Utilization Policy




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Maintenance Policy

The purpose of this policy is for maintenance and upgrading physical and academic facilities including college building, laboratory equipment, furniture, library, sports facility and allocation of budget for the same.

Policy:

1. Perform maintenance of college owned and controlled assets on periodic basis to keep assets functional.
2. Identify potential maintenance requirements early within the context of the planned maintenance so that corrective action may be planned.
3. Develop a plan for continuous evaluation of college campus facilities to ensure that college facilities are up to date and ready to use.

Daily maintenance:

Classrooms, offices, corridors, entrances, and stairs are to be cleaned on a day-to-day basis by sevaks and sevikas. Restrooms to be cleaned and serviced daily by the appointed sweepers.

Electrician appointed under AMC for maintenance purpose has following responsibilities:

- Supply and fitting of light tubes and bulbs
- Minor repair of classroom and laboratory fans.
- Replacement of electrical wiring.
- Maintenance of electric meter room and UPS batteries.

Renovation, alteration, and improvement of the existing academic, research, and support buildings as required to accommodate new or reformed programs will be decided by the principal in consultation with the concerned head of the program. The requirement for this is to be made to the Management of the college and after their permission the work will be carried out.

IT Infrastructure and Electrical Maintenance and Replacements:

The college has an ongoing renewable AMC under which a computer technician looks after technical needs as well as replacement and repair requests. The requests come from the Head of Departments, faculty and staff Requests are to be taken care of



immediately, wherever possible. Computer technician must look after maintenance of IT resources like computers, printers, replacement of tonners, software problems, networking problems.

Small type of replacements in the computers needs to be made by the technician.

College has to have a renewable contract for Website Updates and Maintenance. All the ongoing activities, examination schedules etc needs to be posted regularly through in-house website committee. Problems regarding electrical wiring, new electrical connections in college as well as departments are to be handled by electrician.

Electrician will also be responsible for replacement or fitting of light tubes, bulbs, switches, MCB boxes. Technicians are available throughout the day.

Maintenance of Laboratory Equipment:

This document provides policy for maintenance of all types of equipment held throughout departments. Maintenance policy ensures that equipment are always in ready and reliable condition as well calibrated to provide good quality outputs.

The requirement of laboratory equipment and software needs to be requested annually as a part of the College budget process. Head of the department have to make a list of equipment to be purchased in the year and submit it to the administrative office. When equipment will be received, the Head of the departments are responsible for inspecting materials and equipment to ensure quality and safety standards as per requirement and their intended use. Heads and faculty in the departments are accountable for proper use of equipment. If maintenance or repairing of equipment is necessary, head of department will take care of this. If there is replacement of small part of the equipment, head of the department will make arrangement for that.

Maintenance of Furniture and Fixtures:

The college authority seeks feedback from faculty and staff regarding their requirements to ensure that we maintain existing classrooms. As part of this, items such as blackboards, fittings and furniture may be identified and renewed as part of the ongoing periodic budget.



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POLICY TITLE: IT Policy	
Policy Number:	5
Description of the Policy	Strategies to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established on the campus.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching/Non Teaching
Effective from:	15/6/2017
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IT Policy



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IT Policy

Purpose:

College maintains IT Policy to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established on the campus. This policy establishes the strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed by college.

While college is providing access to Internet to the faculty(teaching/non-teaching), students and staff with Limited Internet bandwidth, limited infrastructure like computers, computer laboratories to utilize.

This Policy applies to Students (UG and PG), Faculty(Teaching/Non-teaching) and Administrative Staff (Non-Technical / Technical).

IT Usage:

Following are the list of offences liable while using college IT infrastructure:

1. Tampering with computer source documents, records & developed software.
2. Hacking with a computer system.
3. Usage of the password, digital signature or other unique identification of another person.
4. Acts of cyber terrorism.
5. Publishing information which is obscene / defaming someone or any organization in electronic form.
6. Downloading of illegal software.
7. Attachment of any device that could bring viruses or damage to college computers.
8. Formatting of any computer in the college without permission.
9. Installation of software in college computers without permission.
10. Usage of computer peripherals (printers, scanners etc.) for personal work.




11. Photography of any material from the college computers, particularly during online exams, practicals & practical examinations.

To secure our college network , a firewall device is used that monitors incoming and outgoing network traffic and permits or blocks data packets based on a set of security rules. Its purpose is to establish a barrier between internal networks and incoming traffic from external sources (such as the internet) in order to block malicious traffic like viruses and hackers.

Firewalls carefully analyze incoming traffic based on pre-established rules and filter traffic coming from unsecured or suspicious sources to prevent attacks. Firewalls guard traffic at a computer's entry point, called ports, which is where information is exchanged with external devices.

For internal security, to protect our data from malicious attack we use antivirus 'Quickheal' for all devices and provide username and password for each user to access their data.



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POLICY TITLE: Laboratory Policy	
Policy Number:	6
Description of the Policy	Regulations for effective and optimal use of all college laboratories during the practical sessions.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching Staff
Effective from:	15/6/2017
Revised on:	June 2020-21
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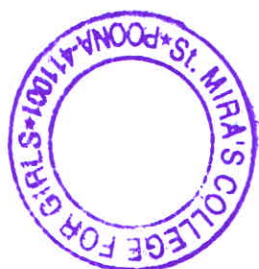

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Laboratory Policy



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Laboratory Policy

Purpose:

The laboratory classes at St. Mira's College provide students with first-hand experience with course concepts and with the opportunities to explore methods used by scientists in their discipline. The laboratory session has particular challenges and opportunities that differ from those in a standard classroom environment. The College shall therefore take steps to protect the resources from unauthorized access, misuse or removal and shall promote measures commensurate with the potential risks.

The following regulations are enforced in the laboratories of all practical based subjects (B.Sc. – Computer Science and B.C.A ,Electronics Lab,Psychology lab, Language Lab, IT Lab) of College.

1. No students will be permitted in the laboratory without an instructor. No visitors are permitted.
3. Replacing, swapping, or moving any equipment; Downloading, installing, removing, modifying software on the computers; Browsing the Internet for non-lab related information is strictly prohibited.
4. Eating and drinking are not permitted in the laboratory unless having a medical condition already notified to the instructor.
5. Students will not be permitted on the laboratory with sandals, or shoes.
7. Personal belongings must be kept outside the working area and the aisle must be kept open all the times.
8. All the equipment and furniture must be placed in the place and state as it was when you entered the lab. The working area must be free of debris.
10. Students must know the evacuation routes, lab emergency safety procedures, and emergency phone numbers (pasted on specified places in the laboratory). In case of emergency, the students must switch off any running equipment and follow the standard laboratory safety procedures.



11. The student must accept responsibility and pay for any damage s/he causes to any equipment in the laboratories.

12. Silence should be maintained by all inside all the laboratories, except when instructors permit otherwise.

13. Adhere strictly to any other additional information provided by the instructors of respective departments.

14. Students who do not follow the laboratory safety rules will be suspended from the laboratory and from college on further non-compliance.

To help ensure the smooth operation of the computer labs the following activities are strictly prohibited

- Removal of documentation, software, or equipment
- Commercial use and personal business interests
- Account sharing
- Waste, misuse, or abuse of information technology resources
- Making information technology resources inaccessible or compromising the integrity thereof through malicious destruction or alteration
- Compromising the security, rights, or privacy of the college, people, or their information technology resources
- Illegal reproduction of music, movies or other copyrighted material
- Downloading of films, songs, videos
- Use off personal emails, social networking sites
- Playing games

For maintaining the laboratories & computers in the college:

- It is the joint responsibility of the concerned teaching staff & lab assistants to ensure the smooth functioning & security of their respective laboratories.



- Laboratories are to be utilized only for the conduction of practicals & activities scheduled in the curriculum. Utilization for any other activity requires the prior permission of the authorities.
 - Students found damaging lab equipment will be required to pay for the repairing / replacement expenses.
 - Maintenance -We have a computer technician available on campus throughout the working hours and proper maintenance and up gradation is ensured. Prompt attention is given to needs identified for purchase or repair and handled by the purchase committee of the college.
 - The lab assistants should maintain complete records of the equipment – the stock, damages, repairs & replacements etc
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POLICY TITLE: Classroom Policy	
Policy Number:	7
Description of the Policy	The ground rules applicable for the students and teachers for the better utilization of classrooms.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching Staff
Effective from:	15/6/2017
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References for the Policy	UGC guidelines



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Classroom Policy



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Classroom Policy

Purpose:

To develop classroom ground rules that are applicable to students and teachers, ground rules that will guide the class for the entire time they are together.

Procedures and policies for maintaining classrooms:

- Classrooms are maintained jointly by the office staff, class teachers & student class representatives .
- Classrooms are to be utilized only for the conduction of lectures, examinations as scheduled and also for guest lectures.
- Electric power supply/ internet/ smart boards/ LCD projector/ computers & accessories etc. provided by the college are to be utilized only for college related activities.
- Students found scribbling on the walls or benches or causing any kind of damage to the college property will be required to pay for the repairing expenses.
- All requirements , repairs & servicing of the equipment/furniture in the classroom or any problems detected on the building infrastructure are to be reported in writing by the class teacher to the office staff in charge, who in turn shall attend on these issues after obtaining the necessary sanctions from the Principal.
- No equipment / furniture / objects which are a part of college property can be shifted from one part of the college to another without the permission of the Registrar.



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POLICY TITLE: Library Policy	
Policy Number:	8
Description of the Policy	Directives for the provision of an environment which is productive and conducive to college staff, students for better leaning in a college library.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching/ Non-Teaching
Effective from:	15/6/2017
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Library Policy



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Library Policy

Purpose:

College Library strives to achieve the educational directives of the College by providing an environment that is productive and conducive to individual and group learning. The following policies are in place to ensure that the library environment facilitates learning and collaboration.

Policy:

Library Membership and Borrowing Privileges

- Students and staff need to register with the library for membership by presenting the Fee Receipt and Appointment Order respectively. Student Membership is valid for one academic year and needs to be renewed every year.
- I-cards are a must for all library transactions.
- Students are entitled to borrow two books for a period of seven days.
- Late return of reading material will attract a fine to the tune of Rs. 2/ per book for the first week and Rs.5/ for the rest of the period.
- Re-issuing facility is available provided the item is not already reserved by other students.
- Members must return all the library material issued to them for consultation before leaving the reading room.
- The Employee who leaves the College due to retirement or other reasons should return all their borrowings and procure **No Dues** certificate from the library.
- If any book is not available in our library, institutional membership facilities can be used.
- Relaxation of Issuing Limit
 - Issuing Limits will be relaxed in cases of students participating in competitions like debates, elocution, essay writing, article writing, etc.
- Use of Audio-visual Material
- Students can view CD/DVDs in the library only.

Other Library Members

Apart from current St Mira's College faculty- staff and students, others who can be members of the library are: Ex-staff, Ex-students, Parent



Body, Sister Institutes, and any other information seekers with the permission of the Principal.

Access to E-resources

Members can access E-resources under NLIST and EBSCO Databases-Academic Search Elite, Literary Reference Center and Master File Elite.

They need to get a login ID and Passwords from the library.

Loss/Damage of Reading Material

- Members are responsible for the physical condition of any items checked out on their card. Before leaving the circulation counter please check the sound condition of reading materials. If any damage is found, please bring the matter to the notice of the library assistant.
- In case of loss or damage of reading material, members are liable to replace the copy or pay the designated fine for the book in print.

Record of Visits

- Students and staff are expected to enter their roll numbers in the attendance register provided at the entrance of the library.
- Bags shall be deposited at the property counter without fail and members are requested not to keep their cash, mobiles and other valuable items in their bags.

Special Services

Special services are available to Divyaang such as provision of free Braille Papers, readers, writers, personal assistance and reserved seating arrangement.

Terms of Use for Online Resources

1. Use of all library online resources (e-journals, databases, and e-books) is subject to copyright laws and contractual/license agreements between the College and the publishers/suppliers.



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POLICY TITLE: Sports Policy	
Policy Number:	9
Description of the Policy	The directives to be followed for the ongoing recreational and competitive sports programme of the college and also for the faculty members to assist the Department of Physical Education in promoting, organizing and supervising the college Sports and 'Active Life' programme.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching Staff
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Sports Policy



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Sports Policy

Purpose:

To motivate students to become part of the ongoing recreational and competitive sports programme. Students need to be informed about the benefits of being involved in an active lifestyle. Also to involve faculty members to assist the Department of Physical Education and Sports Management in promoting, organizing and supervising the college Sports and 'Active Life' programme

Policy:

1. The College Director of Physical Education shall organize, supervise and administrate competitive, recreational and leisure time sports activities.
2. The student should take pride in associating themselves with sports activities and in motivating / promoting fellow students to take part in sports
3. Students shall take advantage of a GYM with modern physical exercise and fitness equipment.
4. The college playground will be used for games like Handball, Kabaddi, Throw ball/ Volley ball, Basketball Half court, Badminton open court, Taekwondo, Athletics (Javelin throw, Discus throw, Shot Put, Hammer Throw, long Jump pit, Hurdles, 50 meters running track) and football ground.
5. Indoor sports like Table tennis and chess shall be encouraged as college has indoor sports facility available.
6. Students participating in different sports activities shall practice daily for two hours. Special coaches to train these students in their respective events will be appointed.
7. During Physical Education lectures, Yoga, self-defence, various fitness activities & games will be taught.
8. The College Director of Physical Education shall look after Scholarships, fee concessions, free medical check-up, free nutritious breakfast (Protein powder), vitamins, travelling and refreshment allowances during matches, T-shirts and tracksuits are provided to students participating in inter college/university/state /national level sports.



9. Academic support in the form of special concession in attendance, flexibility in examination schedules shall be awarded to encourage sports.
10. The College Director of Physical Education shall organize Annual Sports day every year.



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