



Ref. No. DPCN/2019-20/4) 88

Date: 01/10/2019

Procedures and policies for maintaining and utilizing physical, academic and support facilities

College

Institution has a number of policies procedures and practices to govern its operation. The policies are meant for day –to-day dealing. They provide guidance to members in a number of academic areas. institution runs in day time, and hence all the infrastructure facilities such as classrooms, laboratories, library, common amenities like girls' common room, indoor and outdoor game facilities etc. are utilized optimally. Auditorium and Audio Visual room is available for college programs as well as to other associated colleges of Dinsha Patel. For booking, forms have to be duly filled and submitted to the principal for approval. The details of bookings are recorded in the diary for reference.

General Maintenance: The office & infrastructure and maintenance committee maintains register(s) to record the complaints related to AC, furniture, fixtures, plumbing, electrical work, fire extinguisher etc. Depending upon the nature of the complaints, the majority of them are resolved by the in-house staff. If required, the experts from outside agencies are called. Annual Maintenance Contracts are signed for AC, Lifts, Pest Control, Water Purification and Coolers. The gardener appointed by the institute maintains the garden. The maintenance of generator is regularly done by the green audit committee.

Library:

- Library shall cater to the academic and co curricular needs of the students and staff.
- Library shall help its users to locate, select and acquire the information needed.
- Staff Members and Students can access the Library facilities and can borrow books, like Magazines, periodicals, CD_ROM and other materials as per the rules for each category .
- Library shall be accessible to the exstudents after formalities and payment of charges as stipulated from time to time.
- Annual Stock taking of Library books has been Conducted by the librarian.





Laboratory:

The maintenance of the laboratory is managed by the Laboratory Supervisor under the supervision of the HOD/Coordinator. They are required to maintain an inventory of the equipment and carry out Annual Stock checking and withdrawal/Scrap. Repairs and maintenance are handled as per the common policy of the college.

IT Infrastructure:

- Each year, the IT support staff has to carry out preventive maintenance (such as servicing, cleaning, formatting, updating antivirus software etc) of the IT equipment.
- The problems faced by the department and staff members should be reported to the technical staff using IT Maintenance form which is updated when the complaints are solved.
- Use of common LCD's/computers for lectures should be recorded in log book.

Sports:

- DPCN college ground is common for all the students.
- Students are not allowed to use indoor sports facility while his/her lectures or practical sessions are in progress.
- Indoor sports facilities shall not be provided during the examination period.
- The management has appointed a physical trainer and sports secretary to look after the sports activities of the girls and boys.
- The in -charge of the sports are maintaining the sports room and its equipment's.

This Policy will be effective from 1st October 2019.

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