

SRI BALAJI SOCIETY'S

**BALAJI COLLEGE OF ARTS,
COMMERCE AND SCIENCE**

SURVEY NO. 3/1+4 AUNDH -MAHARASHTRA 411033 RAVET RD, DANGE
CHOWK, TATHAWADE, PUNE,

4.4.2

Standard Operating Procedures

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The Policy and the Procedure for Maintaining and Utilizing Physical Academic and the Support facilities

Physical facilities

The college confirms optimum provision and deployment of the available financial resources for maintenance and upkeep of different facilities. Regular meetings are conducted by various committees constituted for this purpose and meet the requirements in the interest of students.

The well maintained classrooms and audio- visual aids are utilized regularly by the students and the faculties for imparting knowledge. Regular maintenance and cleaning of the classrooms and the laboratories are done by the house keeping staff members appointed on contract basis, under the supervision of administrative staff. The housekeeping record is maintained by the administrative office on regular basis.

In line with the Green Campus initiative, the lush green garden and lawn area is well maintained by the gardener appointed by a contractor.

The college houses adequate number of computers, catering the need of the students in administrative office, laboratories, class rooms, staff room, smart room, and library and placement cell. The computers are well connected in LAN and enabled with internet access. Licensed copy of MS Office and Microsoft Windows 10 have been used for smooth function of the work. All the stakeholders are encouraged to use the IT infrastructure.

The college has adequate number of the computers with internet connections and the utility software's distributed in different locales like office, laboratories, library, departments etc. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. The central computer laboratory connected in LAN is open for the students as time permits them, the office computers which are also connected through the LAN is consisting of the office software making work easier and systematic are restricted their use only to the appointed office staff. The departments and the staff can make use of the computer system with internet at their seating places in addition that majority of the staff has their own laptops and the internet providing instruments, all those computer related facilities are maintained annually by members of IT department.

The library is accessible to all the students at the cost of the deposits as caution money. Annual budgetary provision for purchase and maintenance is made by the library committee. The activities like decontamination and keeping library clean is done frequently by library staff with the help of house- keeping staff. The library is also provided LAN facility for the computers and they are given internet access for students.

The Academic and Support Facilities

The academic support facilities like library, the sports and the other platforms supporting overall development of the students like NSS or Competitive Examination Cell etc. is open not only to the college students but also to all the stakeholder in the surrounding with prior permission of the authority.

Regular lectures on current affairs, general knowledge, English for competitive exams like IBPS and administrative services are held under Competitive Examination Lecture sessions.

The administrative offices and staff rooms are well connected with intercom- Electronic Private Automatic Branch Exchange (EPABX), which is maintained by Paras Telecom Pvt. Ltd.

The facility of closed circuit surveillance (CCTV) camera have been installed as safety and security measures. The annual maintenance is carried out by IT department of BCACS.

The biometric attendance system is efficiently utilized by the students and faculty for academic purpose. The biometric systems' maintenance is performed by DACCESS IT Infra Pvt. Ltd.

The ICT Smart Class Room is being utilized and is regularly maintained by IT department of BCACS.

The college website has maintained regularly by Mantra Media Private Limited, Pune

The maintenance of UPS and the Generator is regularly done by ACCORD POWERSYS, Pune.

The maintenance of Electrical equipment is carried out by our administrative staff and the plumbing related maintenance is done with the help local skilled persons.



PRINCIPAL

Sri Balaji Society's

Balaji College of Arts, Commerce & Science
Tathawade, Pune-411 033.

Sri Balaji Society's
Balaji College of Arts, Commerce and Science
CLASSROOM - STANDARD OPERATING PROCEDURES

SOP NO.

1

PAGE 01 OF 01

DEPARTMENT	COMMERCE AND MANAGEMENT	TITLE	CLASSROOMS
PURPOSE	Guidelines for students regarding use of classrooms		
PROCEDURE	<ol style="list-style-type: none">1. The students must have valid ID cards to enter the dedicated classroom/s.2. The students should be engaged in the activity taken up by the instructor/ teacher.3. The students should utilize the learning resources kept in the class.4. No food/drink/gum/etc. is allowed in the classroom.9. Cell phones are not allowed in the classroom.10. Disruptive behavior and loud conversation will not be tolerated.11. Vandalism of any equipment in the classroom will result in administrative action <p>A student who does not follow the above guidelines will be subject to administrative action.</p>		

Place: Pune – 411033.



Principal,

BCACS

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SRI BALAJI SOCIETY'S

BALAJI COLLEGE OF ARTS, COMMERCE AND SCIENCE

STANDARD OPERATING PROCEDURES – MAINTENANCE AND PURCHASES

MAINTENANCE OF CLASSROOMS

1. The maintenance of classrooms is done on regular basis by the sweepers and cleaning staff.
2. The cleanliness is supervised by the office superintendent.
3. Any problem in the class room is reported to the office superintendent.

MAINTENANCE OF SPORTS EQUIPMENT AND AREAS

1. The sports equipment and areas are maintained by the Sports Department.
2. Interim maintenance is performed as and when required.
3. The purchase requests are forwarded to the principal of the college.
4. The condemned sports equipment's are discarded after the inspection from the department.

PURCHASE COMMITTEE

1. Request for any purchase deemed required by the purchase committee shall be submitted along with quotation to the management for approval.
2. Purchase receipts or bills shall be submitted and filed by the purchase committee for all the purchases.

Place: Pune – 411033

Date: 29 DEC 2016



Principal,

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Sri Balaji Society's
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LABORATORY - STANDARD OPERATING PROCEDURES

SOP NO.1

PAGE 01 OF 01

DEPARTMENT	IT	TITLE	COMPUTER LABS
PURPOSE	Guidelines for students regarding use of computer laboratory		
PROCEDURE	<ol style="list-style-type: none">1. The students must have valid ID cards to sign up for Computer Centre Resources.2. The students should be engaged in the activity taken up by the instructor/ teacher for the IT practical.3. All Internet activity by the student shall be with the teacher's knowledge and direction and shall likewise be directly relevant to the IT class assignments.4. All copyright laws will be strictly observed in the Computer Science Department. No software may be copied onto the network.5. No student may set up or assign a private account, file attributes or subdirectory privileges unless directed to do so by the instructor.6. Any use of CD's or disks must have prior approval of the instructor. In order to prevent virus invasion into the labs the following procedure may be used.7. Vandalism of any equipment in the computer lab will result in administrative action, the least of which will entail immediate academic probation for the student.8. No food/drink/gum/etc. in the labs.9. Cell phones are not allowed in the Computer labs.10. Disruptive behavior and loud conversation will not be tolerated.11. Profane and other obscene material is prohibited <p>A student who does not follow the above guidelines will be subject to administrative action.</p>		

Place: Pune – 411033



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LIBRARY - STANDARD OPERATING PROCEDURES

LIBRARY OPENING HOURS

1. The library will be open on all working days from 8:00 a.m. to 4:00 p.m.
2. During exam times library will remain open from 8:00 a.m. to 6:00 p.m.

ISSUE RETURN OF BOOKS

1. Issue and return of books is facilitated through registers and library cards.
2. The students' membership of the library is renewed at the beginning of each semester.
3. The prescribed books for all the subjects will be issued to each student at the beginning of the semester.
4. The students can keep the syllabus wise book set till their university exam.
5. Each student, if being issued any other book, is permitted to keep the book for 7 days.
6. Each student is permitted to borrow only one book at a time.

PERIODIC MAINTENANCE OF BOOKS

1. Dusting is conducted daily.
2. Damaged books are repaired as and when necessary.
3. Archiving of journal and periodicals are done by binding the copies in yearly volumes.

LIBRARY AUDIT

1. Yearly inspection is conducted during World Book Day to maintain the diversity of books, and to ensure the new books are included.
2. New books included, missing and reference books are decided by the college library committee.

Place: Pune – 411033

Date: 27/11/2018



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