

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.

DCT's S.S. Dempo College of Commerce and Economics is located at the Integrated Education Complex, Cujira. The College functions from a building admeasuring 9279 sq. m. Utilization of physical, academic and support facilities at the College are optimized to ensure that all departments and their respective academic, co-curricular and extra-curricular activities are provided with adequate availability of classrooms, laboratories, other academic spaces and support facilities.

The utilization of physical, academic and support facilities at the College are generally governed by the following broad policy framework:

Classrooms and Laboratories

- The time-table committee, which prepares the academic time-table for the academic year, shall assign classrooms for each department/subject/course. The coordinator of the committee shall be ordinarily responsible for allocation/re-allocation of various classrooms as per the requirement of the respective departments from time to time.
- The examination committee shall allocate classrooms for purpose of internal tests and semester-end examination.
- The laboratories shall be allocated by the respective departments for practical sessions as per the academic time-table. The laboratory assistants shall generally monitor the usage of lab equipments, etc. and shall periodically report to the faculty-in-charge/head of the department on matters related to usage of the labs.
- The classrooms and laboratories shall generally remain open during the working hours; however, in the
- event classrooms are required beyond working hours, the teacher concerned shall make a requisition and obtain approval of the head of the department/Principal in writing and shall make arrangements to hand over the keys to the security.

Conference Room / Audio-Visual Room

- The Conference Room / Audio-Visual Room shall be available for use by faculty members for purpose of organizing invited lectures/seminars/conferences/meetings, etc.
- Any member of the faculty may submit a letter to the Principal requesting allocation of the Conference/AV room, specifying the purpose for which the facility is required. A requisition for allocation of Conference/AV room for academic purposes shall ordinarily be accepted, subject to availability.
- The administrative office shall maintain a log-book of requisitions for the Conference/AV room.
- The Conference Room / Audio-Visual Room shall also be available for student activities, subject to approval of the Principal.

Library / Browsing Centre

- All faculty members and students of the College shall have full access to the Library resources and the browsing centre attached to the library, during the working hours.
- The desktops at the browsing centre shall be available only for purpose of preview/reference of e-books, e-journals subscribed to by the college as well as digital resources at the library.
- The IT resources at the library shall not be utilized for purpose of internet surfing, access to mail, chat, etc.

Gymkhana

- The Gymkhana shall be accessible to the students during the working hours of the college and shall ordinarily be under the supervision and guidance of the Assistant Director of Physical Education and Sports.
- Any access to the facilities at the Gymkhana beyond the working hours or on non-working days shall be subject to recommendation of the ADPES and approval of the Principal.

IT Network

- IT services comprise access to Internet and email (dempocollege.edu), and intra-college network (Prapti). Internet access (LAN and WiFi) shall be limited only to teachers
- Students are prohibited from installation/use of any pirated software on any computer systems of the college and shall be held fully responsible for any such pirated software installed by them.
- In case of damage of any computer system/ peripheral or any other equipment or IT resources by any student, the amount for the same will be recovered from security deposit submitted by the student.
- In case any student is found using the IT facilities in an illegitimate manner and abusing the facilities, he/she will be disconnected from all IT Services.

Maintenance

- Maintenance of equipments in the laboratories, sports centre, etc. shall be the responsibility of the Head of the Department concerned.
- All equipments and instruments shall, to the extent possible, be covered by an annual maintenance contract, warranty/extended warranty, etc. as the case may be.
- For equipments and instruments not covered under maintenance contract/warranty, it will be the responsibility of the department concerned to arrange for periodical maintenance, timely repairs, upgradation, etc. as the case may be, to ensure that all equipments and instruments are in good condition and fit for academic purposes.

- The IT Assistant shall be responsible for general maintenance and upkeep of the IT infrastructure including all desktops, network switches, surveillance systems, etc. The IT Assistant shall maintain a log book of the IT resources and shall report to the Principal on the status of IT equipments, need for upgrades, new hardware/software, etc.

Hiring of Premises by external agencies

The College shall make available its premises including classrooms, seminar halls, audio/visual room, laboratories, etc. to social, commercial and academic organizations for purpose of conducting their activities.

Any application for hiring of premises shall be accepted subject to availability of such premises, and subject to approval of the Principal.

For this purpose the College shall levy such charges as may be approved by the Local Managing Committee of the College.