



M.C.E.Society's

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**Systems and procedures for maintaining and utilizing
physical, academic and support facilities**

Table ofContents

Maintenance Policy and Procedure	2
Procedure for Utilization	2
A. Common Support Facilities available in the Campus	2
B. Laboratories	3
C. Library	4
D. Computer Room	5
E. Class Rooms	5
F. Sports Complex	5

The college has well established system of policies & procedures for maintaining & utilizing physical, academic and support facilities.

Maintenance Policy and Procedure:

- Registration of Complaint: It is done through sending letter to the chairman in the trust office giving the details of the maintenance required by the respective department.
- Visit of Technician: Technician visits the site and assesses the maintenance required and completes the job.
- Job Completion Record: The job completion is recorded in the maintenance job completion register at the college and also at the trust office.
- Payment: Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.
- Annual Maintenance Contract: AMC for computer related repairs and maintenance and air conditioning are in place.
- Preventive maintenance of gas ranges and pipelines, fire extinguisher etc. is done periodically.
- Predictive maintenance of refrigeration units, kitchen and bakery equipment, photocopying machine, shredding machine, printer, scanner, projector, LCD's, fan, speaker, CPU's etc. undertaken as and when required.
- Breakdown repair work of kitchen and bakery equipment done through professional agencies.
- All the unwanted, outdated or broken items are discarded through identified process set by the campus administration and documented in Obsolete & Discard file on regular basis.

Procedure for Utilization

A. Common Support Facilities available in the Campus:

Following common support facilities are available in the campus.

- Function Ground

- Dr. A. R. Shaikh Assembly Hall, Hi-tech Hall, A. K. K. New Law Academy Seminar Hall, Seminar Hall at Allana Institute of Management Sciences, Seminar Hall at Allana College of Pharmacy
- Green Galaxy
- Transportation Facility
- Hospital Facility – Z. V. M. Unani Medical College and Hospital, M. A. Rangoonwala College of Dental Sciences & Research Centre and M. A. Rangoonwala College of Physiotherapy & Research
- P. A. Inamdar College of Visual Effects, Design & Art Multi-Media Studio
- P. A. Inamdar College of Visual Effects, Design & Art Computer Laboratory

The college can use any of these support facilities available in the campus by making a requisition detailing the day, date, time duration, event, co-ordinator name, contact number, number of participants etc through online booking on weblink [<http://mcesociety.org/legacy/>] or in the form of hardcopy.

Transportation facility is provided by Haji Gulam Mohammad Azam Education Trust on the basis of submitting vehicle booking form to the trust office. Transportation in-charge coordinates with the RTO for travel permit of students and staff on payment and communicates the details to the co-ordinator.

Garden and nursery facility is utilized for students visit to make them understand the process of maintaining plants, vermi-compost and making of organic manure. Ornamental plants are borrowed during theme lunches and any other event at the college.

B. Laboratories:

- Laboratory schedules are followed as per the time table notified for the students. Time-table is prepared on the basis of details given in the course curriculum prescribed by the university.
- Faculty in-charge for the laboratory gives requisition for the material needed to conduct practical session in the indent book. Requisition after being signed by the HOD and principal, is submitted to the stores in-charge for purchase of material

- Standard Operational Procedures (SOP) for handling various raw materials, utensils, equipment and work procedures are strictly followed.
- Instruction Boards for Grooming and Hygiene Standards and Work Procedure for students are displayed outside and inside each laboratory.
- Dead Stock Registers are maintained and updated regularly.
- Dead Stock verification and inspection is carried out during the Internal and External Audit at the end of the Academic Year.
- Record of Inventory of equipment in all the laboratories is maintain in the register.
- Obsolete equipment and instruments are discarded by following the standard procedure and documentation.
- Any discrepancy in stocks is brought to the notice of the Principal.
- Any new purchase requirement for labs are identified by the subject teacher in consultation with college Principal and the material is procured through established system of purchase.

C. Library:

- Library Rules and Regulations are displayed and also communicated to the students during orientation.
- Students get Identity Card after taking admission.
- All students have been provided with Book Bank as per their subjects of the class, every semester on returnable basis.
- Students can access open educational resources and web OPAC through library website.
- Student ID card is used for library attendance and circulation of books.
- Students access e-resources in the e-Library.
- Students can access the books available on the college intranet server from any computer terminal in the college campus.
- Students can use the central reading rooms available in the campus from 7.00 a.m. to 10.00 p.m.
- New book requirements are collected from the faculties through the book requirement form and purchased after the approval by the Principal.

D. Computer Room:

- Students are using the computer room for completing their subject assignments which should be prepared in the form of file extensions provided by Microsoft office like MS Word, MS PowerPoint etc.
- New requirements and procurement for up-gradation of computer room are processed through Hardware Academy of our campus.
- Outdated computers are disposed through Azam Campus Hardware Academy.

E. Class Rooms:

- Classrooms are allotted to students on the basis of class year.
- Lectures and practical are regularly monitored through CCTV cameras which can be directly monitored by Principal of the college.
- Maintenance of each classroom is looked after by the assigned teacher.
- Each classroom is installed with LED projector, screen and desktop system with internet connectivity as teaching aid for facilitating the knowledge in a progressive way.

F. Sports complex:

- The college can use any of the sports academy's support facility available by making a requisition in writing for the same in advance.
- Upon receipt of the letter the Director, Sports Academy confirms the availability and the college can make use of the specific facility.
- Sports academy also issues the tools & equipment required for facilitating the sports activity like rackets & shuttlecocks for badminton tournament, cricket kit & markers for cricket tournament etc.
- Sports academy also assists in getting professional judges and referees for the unbiased and fair conduct of sports tournament.