

# Father C Rodrigues Institute of Management Studies, Vashi, Navi Mumbai

<b>Policy Title</b>	<b>FCRIMS: Policy for Utilisation and Maintenance of Infrastructure</b>
<b>Date of Issue</b>	
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<b>Last Modified</b>	
<b>Objectives of this Policy</b>	To document the systems and procedures for maintaining and utilizing the physical, academic and sports facilities of the Institute.

## Facilities

Following is the classification of physical, academic and sports facilities of the institute:

<b>Physical Facilities</b>	<ul style="list-style-type: none"> <li>- SPACE: Rooms &amp; Floor Space: Classrooms, Computer Lab, Library, offices. Café, rest-rooms, and other rooms and spaces like etc as well as furnishings and utilities.</li> <li>- EQUIPMENT: Elevators, air-conditioning, lights, Diesel Generator</li> </ul>
<b>Academic Facilities</b>	<ul style="list-style-type: none"> <li>- EQUIPMENT: Teaching and learning equipment like computers, software, books in library, projectors, whiteboards, mikes</li> </ul>
<b>Sports Facilities</b>	For example, Basket-ball, foot-ball, swimming and other facilities

## Physical & Academic Facilities - UTILISATION

### a. Class rooms

- **Five in number, are titled LH1 - LH5 and vary by size and seating capacity.**
  - i. LH1 is allotted for MMS 1<sup>st</sup> year
  - ii. LH2 is allotted for common classes for MMS 2<sup>nd</sup> year as well as specialization classes for specialization with maximum students in that batch
  - iii. LH 3 4 & 5 are allotted by the Director to the other three specialisations based on the number of students in that specialization area.
- Are equipped with PC, mounted LCD projectors, white-boards, sound system, air-conditioning, lights, comfortable tables and chairs. All classrooms are equipped with a sound system. LH1 & LH 2 have microphones for voice amplification.
- Are available to students and staff during lecture timings and intervening breaks. Should there be a requirement, students or faculty may seek the Director's permission for use of class-rooms for purposes other than lectures.
- Students and staff are briefed on how to use equipment so that it works

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well and does not break down frequently.

### **b. LIBRARY**

**i. Reference Library** situated on the floor is usually available from 9.00 am till 6.00 pm on all working days.

- Timings may be changed permanently or temporarily by the Director in case of a change in students' and staff requirements
- Limited borrowing of books and periodicals is permitted. Maximum duration for borrowing books from this library is 3 days for text books

**ii. Central Library** of the complex has a section for Management Books for FCRIMS students.

- Timings - usually from 8.00 am till 11.00 pm, as notified on notice board.
- Up to 2 Books may be borrowed against ID cards for a duration of 7 days at a time
- Fines are levied on students for not return books in time

### **c. Photocopying Room: copying facilities - timings are notified.**

- A register is maintained by the attendant, recording volume by department / individual staff member
- A fee is charged to students and staff for copies required for personal use.

### **d. The Computer Lab has computers, internet and printing facilities.**

- It is available for use by students during notified timings. Staff is permitted to use it for official use.
- A fee is charged to students and staff for prints required for personal use.

**PS:** All 'fees' and payments are made to the Accounts Department of Agnel Technical Complex, which issues a token/voucher.

**e. Other spaces for students' use:** All these facilities are available during the working hours. The timings are notified. The college may place some restrictions on their use by students when classes are on.

- Hangouts: covered terrace, available during working hours
- Wash-rooms and common rooms - separate for male and females
- Clouds Café
- Syndicate discussion rooms: these are available on request from

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students.

- f.** Offices: Spaces and offices are assigned to those staff requiring it.
- g.** EQUIPMENT: Elevators, air-conditioning, lights: The institute is centrally air-conditioned and has an elevator for its exclusive use. Every room and corridor has adequate lighting. The institute also enjoys the facility of a Diesel Generator which services all institutions in the complex.

### **Physical & Academic Facilities - MAINTENANCE**

- a.** Shared facilities: Maintenance is carried out at the level of the Complex. The Director General make recommendations / seek services of Central Services should there be any requirement.
- b.** Infrastructure directly under FCRIMS:
  - i.** Cleaning: designated staff is assigned to clean offices / other spaces regularly.
  - ii.** All equipment (except that in the personal custody of a particular staff member) is checked and, where required undergoes preventive maintenance before the start of the academic year.
  - iii.** Equipment mal-function during the year: the concerned staff / student inform the Director / Director General who gets it attended to.
  - iv.** Where internal resources are available in the Institute or Complex, facilities maintenance is done in-house (example air-conditioning). Else, it is outsourced.
  - v.** Statutory Inspection/ maintenance: AMC (Annual Maintenance contract)

### **SPORTS FACILITIES**

These are managed and maintained by Agnel Charities and are available to FCRIMS students.

### **Responsibilities**

Staff using the facilities are responsible for:

- a.** Proper utilization of the facility by them
- b.** Recommending / requesting required changes in this policy and its contents, to the extent that it relates to their work / functioning.
- c.** Reporting any observed misuse to the director

### **Authorities**

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### **a. Infrastructure under FCRIMS:**

- All decisions related to allotment and utilization of infrastructure are taken by the Director/Director General
- All decisions regarding acquisition and maintenance of infrastructure are taken by Director General.

### **b. Shared Infrastructure: Suggestions / Recommendations are made by Director, FCRIMS. Decisions are taken by Managing Director (ATEC) on utilization and maintenance of infrastructure**

#### **Policy prepared by:**

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Signature:

#### **Policy approved by:**

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Signature: