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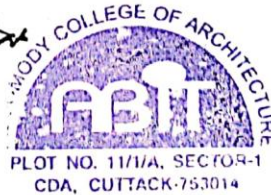
**COMPREHENSIVE DOCUMENT**  
**FOR**  
**POLICY AND PROCEDURE GUIDELINES' 2018**

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*A. Hamilton*

**PRINCIPAL**  
**PILOO MODY COLLEGE OF ARCHITECTURE**  
**ABIT GROUP OF INSTITUTIONS**  
**PLOT NO. 11/1/A, SECTOR-1, CDA**  
**CUTTACK-753 014**



**ABIT – PILOO MODY COLLEGE OF ARCHITECTURE**  
**11/1/A, SECTOR 1, CDA, CUTTACK - 753014**

The ABIT-Piloo Mody College of Architecture (PMCA), hereinafter referred to as 'the Institute' has devised the **Comprehensive Document for Policy and Procedure Guidelines' 2018** for use and maintenance of its infrastructure. The **Comprehensive Document for Policy and Procedure Guidelines' 2018** envisage all round optimum use of available facilities and takes into account needs of various users: students, faculty & staff, for upgradation and maintenance of the infrastructure. The following Policies and Rules are subsumed under the guidelines:

1. Campus Use Policy;
2. Campus Maintenance Policy;
3. Hostel Rules & Regulations

The **Comprehensive Document for Policy and Procedure Guidelines' 2018** has been adopted and promulgated on: the 9<sup>th</sup> day of the 12<sup>th</sup> month of the year 2018, by the Institute.

  
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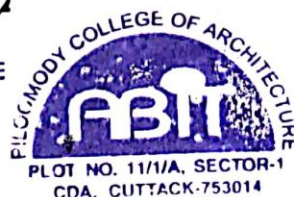
  
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## A. CAMPUS USE POLICY:

1. The Operations Planning Committee is constituted herein, under this document, for planning, use, upgradation and maintenance of the infrastructure. The Committee shall comprise of:
  - a. The Principal (Chairperson/Chairman);
  - b. Management representative;
  - c. Infrastructure Maintenance in-charge;
  - d. IT in-charge;
  - e. Hostel Teachers-in-charge;
  - f. Transport in-charge; and
  - g. Sports in-charge.
2. Joint sessions of the Operations Planning Committee chaired by the Principal, shall be convened, at the beginning of each semester (in the months of June & December) to plan for requirement and use of facilities.
3. Building Space Usage:
  - A. The building space usage shall be decided by the Academic Monitoring Committee (AMC). The allocation and usage of the studio-classrooms, lecture rooms, labs, construction yards, etc. is dependent upon the semester timetable. The semester time table shall be formulated depending upon:
    - a. Number of theory & sessional subjects;
    - b. Prioritizing students and faculty with health issues or mobility limitations;
    - c. Student strength for individual programs; and
    - d. Mutually exclusive usage of shared facilities of other Departments, etc.
  - B. The Academic Monitoring Committee (AMC) shall be responsible for planning semester-wise Academic Calendars and scheduling of various activities, namely:
    - a. Commencement & end of classes;
    - b. Workshops, seminars & invited guest lectures;
    - c. Site visits & study tours;
    - d. Internal tests & end-semester sessional viva;
    - e. UG & PG final year thesis schedule;
    - f. 9<sup>th</sup> semester professional training & viva; and
    - g. Mid-term & end-term structured feedback from students and subject faculty

 members;

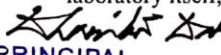
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The AMC shall take into account the University Academic Calendar & Holiday List.

- C. Administrative office spaces, work stations, cabinets, rooms for administrative works, etc. and including the faculty staff rooms containing the faculty workstations, lockers, display boards, etc. shall be allotted by the Principal.
- D. Staff lounge with modular conference sitting arrangement, storage cabinet, etc. shall be provided for use by visiting faculty.
- E. Multi-functional spaces in the Campus may be let out for external users, subject to:
  - a. Use only after Institutional work-hours; and
  - b. Non-occurrence of academic activities/student activities.
- F. Library facility shall be taken care of by the Librarian and two assistant support staff. The Librarian shall be responsible for:
  - a. Periodic assessment of library requirements, namely:
    - i. Need & demand for new books;
    - ii. Requisition for new books, journals (national & international), e-journals (national & international), magazines, gazettes, e-books, etc.;
    - iii. Renewal of memberships of online resources such as: e-Shodhsindhu, DELNET, NDLI, etc.;
    - iv. Renewal of memberships of offline resources such as: magazines, journals, etc.; and
    - v. Collection and cataloguing UG & PG thesis reports and digital media.
  - b. Periodic maintenance of library facility including books, magazines, journals, etc.; and
  - c. Upkeep and maintenance of digital library.
- G. The use of department laboratories namely:
  - a. Computer lab;
  - b. Climatology lab;
  - c. Model making & creative lab;
  - d. Building material lab; and
  - e. Carpentry lab;

Shall be the responsibility of the Faculty-in-charge of a laboratory and the concerned subject faculty. Stock and issue registers shall be maintained in the laboratory itself, by the Faculty-in-charge of the lab.

  
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H. Shared laboratories of other departments, namely:

- a. Computer lab with 30 computers (shared with CSE Dept.);
- b. Advanced lab with 2 computers (shared with Civil Dept.);
- c. Smart-Technologies Research lab (shared with ENTC Dept.);
- d. Survey lab (shared with Civil Dept.);
- e. Electrical lab (shared with Electrical Dept.); and
- f. Language lab (shared with Humanities Dept.);

Shall be used in accordance to the semester time-table, which shall also be shared with the concerned department to ensure mutually exclusive use. Further, log register for maintaining the record of use shall be maintained in the laboratory.

4. Sports Facility Usage:

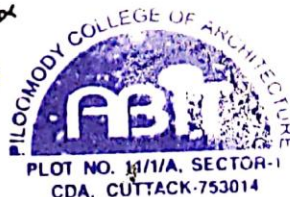
- A. Maintenance of all the sports facility available in the institute shall be prerogative of the Operations Planning Committee in conjunction with the Sports in-charge.
- B. All such facilities, being shared and used commonly with sister-institute (Ajay-Binay Institute of Technology – ABIT) shall be used by the students, faculty and staff members of both the Institutes (PMCA & ABIT) for – sports education, cultural, training, competition, recreation purposes, only.
- C. Prior permission for organizing any major event schedule shall be sought for from the Principal. The Principal, shall give the required permission with due intimation to the Principal, ABIT. However, for regular recreational activities, no prior permission shall be required.

5. IT Facility Usage:

- A. Maintenance of the Institutional IT facilities, such as:
  - a. Desktop or laptop computers;
  - b. LCD projectors;
  - c. Smart-boards;
  - d. CCTV cameras and computer console;
  - e. Bio-metric attendance recorders;
  - f. Internet connection lines & Wi-Fi routers, etc.;

Shall be prerogative of the IT in-charge. Log register for maintaining the record of use shall be maintained in the laboratory.

  
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- B. The use of the Institutional IT facilities for any purpose by faculty or students shall be allowed by the Principal, based on prior request and also taking into account semester time-table.


## **B. CAMPUS MAINTENANCE POLICY:**

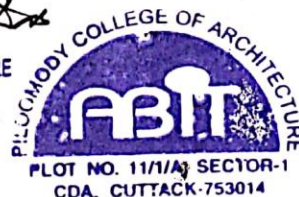
### **1. Campus Maintenance:**

- A. The infrastructure, its provision, facilitation and maintenance, and provision of other necessary amenities as well as campus landscaping shall be supervised by the 'Infrastructure Maintenance In-charge'. The Infrastructure Maintenance In-charge along with a team comprising the Project Manager and a dedicated work force of skilled labour, electricians, plumbers, etc. shall oversee the maintenance on a daily basis.
- B. Repair and shortfall requirements from other staff members may be sought for twice in a year.
- C. Regular cleaning of classrooms and furniture shall be done mandatorily, before and after the institutional working hours.
- D. Campus and its garden with plants shall be routinely maintained by gardeners. The planting of new trees and development of new gardens/garden elements shall be meticulously planned by a faculty of landscape architecture and executed upon approval from the management.
- E. Drinking water provision shall be provided in all the floors in all the buildings. The same shall be periodically cleaned and maintained by approved vendors.
- F. Cleaning of toilets of staff and students shall be done regularly by stationary sweepers. Toilet cleaning agents, disinfectants, deodorants, etc. used shall be issued by the supervisor, who maintains the stock register.
- G. Electrician shall be made available round-the clock for repair and replacement of electrical fittings and appliances. All fittings shall be regularly checked.

### **2. IT Infrastructure:**

- A. The IT in-charge shall be responsible for periodic assessment for upgradation of software and hardware, and regular upkeep and maintenance of the IT infrastructure.
- B. For upgradation of software/hardware, quotations shall be sought for from approved vendors based upon assessed requirement. Received quotations shall be then

  
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checked by the IT Infrastructure in-charge and forwarded to the Management with recommendations, for necessary action.

- C. Computer personnel shall be made available for regular repair and upkeep of the IT facilities such as computers, printers, LCD projectors, internet connections, etc. However, for major issues of repair or replacement or upgradation, the work shall be out-sourced to external agencies.
- D. 24 Closed Circuit cameras (CCTV) are installed in various parts of the building and the campus, for security and surveillance. The upkeep of the cameras and the console shall be done by a stationed and trained technician.

3. Hostels:

- A. There will be two Hostel Teachers-in-charge (1 for Girls hostels & 1 for Boys hostels) who shall be helped by the Students' Welfare Officer and caretakers of each hostel.
- B. The Hostel in-charge shall be responsible for:
  - a. Allotment/re-allotment of hostel rooms;
  - b. General maintenance and upkeep of hostels;
  - c. Monitoring of house-keeping staff; and
  - d. Hostel mess – quality assessment and control of hostel food.

The Campus Use Policy and the Campus Maintenance Policy, formulated by the Institution, are comprehensive and promulgated within the campus. The Policies shall be periodically updated and amended, taking into consideration continual change in use of facilities and obsolescence of old facilities.

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## C. Hostel Rules & Regulations

### 1. Hostel Management

- A. Every hostel has a caretaker, who is a resident of the hostel. He/she is responsible for the well-being of the students and maintenance and upkeep of the hostel.
- B. There is a hostel supervisor for all the hostels who attends to all issues related to hostel upkeep, maintenance, discipline, etc. on a day to day basis. The Supervisor is supported by two faculty members who visit the hostels on a regular basis. They (supervisor and faculty -in-charge) report to the Principal/Director.
- C. The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

### 2. Hostel Admission

- A. A student has to fill up the hostel admission form (attached) and deposit the requisite fees before room allotment can be made.

### 3. Room Allotment

- A. Admission to the Hostel cannot be claimed as a matter of right.
- B. Rooms are allotted on lottery system after submission of hostel admission form. Rooms allotted have to be occupied immediately after an allotment is made.
- C. Every year students are required to apply for re-admission to hostel.
- D. The boarder shall not be entitled to avail the hostel mess facility beyond date of closing of semester as per Academic Calendar.
- E. No boarder is allowed to change his/her allotted room.
- F. The boarder shall have to vacate accommodation as per the instruction given by competent authority.

### 4. Hostel Timings

- A. No boarder will be allowed to stay in the hostel during class timings (08.30 am to 02.30 pm) unless they are not keeping well or have permission from Principal.
- B. Boarders have to adhere to the hostel timings. They have to be inside the hostel premises by 6.30pm. This is relaxed in the summer months to 7.00PM.
- C. If a boarder exceeds three late entries (maximum permitted within a month), a fine amount of Rs. 100/- shall be charged to the boarder for each late entry and information of the same will be sent to the parents/guardians.



5. Hostel Mess

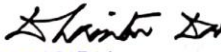
- A. Mess facility is available in every hostel where boarders get hygienic and delicious vegetarian and non-vegetarian food. Three meals i.e. breakfast, lunch and dinner is served in the hostel.
- B. The caterer, hostel supervisor, faculty in charge, and students meet every month to finalize the menu.
- C. Students have to adhere to the following mess rules:
  - a. Food has to be eaten in the dining hall.
  - b. Boarders are not allowed to carry their meals to the room unless he/she is sick and has special permission for the same.
  - c. Social etiquettes need to be maintained in the dining hall.
  - d. Students are expected to behave properly with the mess staff.
  - e. Misbehavior can lead to disciplinary action.

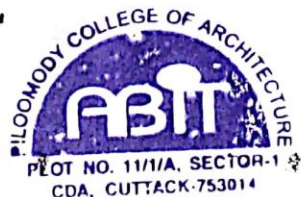
6. Leave Rules

- A. Leave from the Hostel for one or more nights must be taken with prior approval by the Hostel In- charge faculty.
- B. Students will have to fill a leave form 24-48hrs before going and submit it to the caretaker. Prior permission has to be taken from the Hostel In-charge faculty by way of SMS from registered mobile no. of parents to the official mobile no. (7852933988).
- C. Under no circumstances students will get instant permission for night outs. In case of health emergency, the Hostel In charge faculty would take the decision for approval of night out subject to approval of Competent Authority.
- D. Failing to abide by the above required procedure before leaving the hostel shall make a boarder liable for disciplinary action.

7. Official Tour/Travel

- A. Boarders who wish to attend events/programs approved for participation by college or programs organized by the college, have to get permission from parents.
- B. In case students wish to attend any program which is not approved by college, they have to get prior permission from Principal as well as their parents before they can be allowed to leave the hostel for the same. This permission needs to be processed a day prior to the program. Last minute approvals will not be entertained.

  
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8. Medical Emergency

- A. Any accidents or illness should be reported immediately to the concerned hostel authority for necessary action.
- B. In case of a medical emergency, the boarder will be given first aid medical care and parents/guardians will be informed immediately. Hence, it is very important that the phone/contact numbers must be updated by the hostellers/parents.
- C. Parents need to inform the faculty in-charge about any pre-existing medical condition of their ward.

9. Visitors (rules for visitors & timings)

- A. Parents are required to provide the name and address of the Local Guardian, at the time of hostel admission, who boarders can meet during the visiting hours i.e. Monday to Saturday from 05.00 PM to 08.00 PM & Sunday from 10.00 AM to 08.00 PM.
- B. No overnight guests are permitted in a student's room without permission of the faculty in-charge.
- C. All visitors to the hostel including parents / guardians of boarders will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

10. Room Inspection

- A. Regular inspection of the room will be done by the faculty in-charge on a weekly basis. Any damage/defacing of hostel property/rooms will be noted and charged to the boarder. The hostel officials or any other college official as directed by Principal, may inspect the room at any time. If the situation so demands, then the inspection may be done even without the presence of the student.

11. Furniture & Equipment

- A. Every boarder is provided with a bed and cupboard. Based on space availability, chairs, study tables and drawing tables may be provided in rooms or in common areas.
- B. Electric fixtures like tube light, fan, air conditioner (AC room) will be provided.
- C. Boarders will be responsible for the items given to them. Furniture provided should not be moved around. Every boarder has to see that no damages are done to the hostel property/fittings and repair charges for any damages (intentionally or through negligence) shall be charged to the concerned student.

## 12. Rules For Vacation

- A. During summer vacations, students must remove all their belongings from their allotted rooms in order to allow the hostel authorities to carry out maintenance work
- B. During vacations, students are advised to carry their valuables with them.

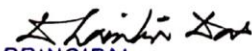
## 13. Movement From Hostel

- A. Hostel authorities may, if required, transfer students from one hostel to another. Rooms will be changed every year, if the need arises.

## 14. General Rules

### Dos & Don'ts for Students

- A. To avail all educational opportunities and benefits available in the college/hostel and make good use of them.
- B. To dedicate your time and effort to completing your course successfully
- C. To treat everyone with respect and equality
- D. To maintain the decorum and discipline of the hostel
- E. Avoid squabbles and in case of any issues, report the matter to the hostel authorities who will try to resolve any differences in an amicable manner
- F. Maintain the cleanliness of your rooms and common areas
- G. Inform health related problems to caretaker/supervisor immediately and seek medical treatment
- H. Smoking, consumption of alcohol or any harmful items is prohibited in college/hostel. Students found indulging in the same will not be allowed to continue in the hostel.
- I. Indulging in ragging will not be tolerated and may lead to removal from hostel, suspension or rustication from college.
- J. Heaters, induction cooker, gas cylinders are not allowed in the hostel. If student is found to be in possession of the same, the items shall be confiscated and penalty imposed
- K. Cooking is not allowed in the hostel
- L. To refrain from playing loud music and indulging in loud celebrations as this will disturb fellow boarders. Celebrations will be allowed after approval from the faculty. Adhering to the time approved is mandatory.

  
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