

Dr. N.S.A.M. FIRST GRADE COLLEGE

**STANDARD OPERATING
PROCEDURES**

FACILITY MANAGEMENT- STUDENT UTILITIES

1. OUTDOOR SPORTS FACILITIES:

- The outdoor sports area has a multi-purpose ground which can be used for various sports like badminton, table tennis, etc.
- The necessary furniture like netball hoop, basketball hoop, etc. are in the custody of the Physical Education Director.

2. INDOOR SPORTS ROOMS:

- The indoor sports room is equipped with the necessary sports infrastructure like table tennis, badminton, chess, etc. and other indoor games so that the students can involve in indoor games.
- The necessary equipment like netball, basketball, chess, etc. will be in the custody of the Physical Education Director.

STANDARD OPERATING PROCEDURE FOR FACILITIES MANAGEMENT STUDENT UTILITIES

The student utilities comprises all infrastructure that are utilized for the welfare of the student community . These shall include:

1. Outdoor and Indoor Sports Room and the resources in it
2. Gymnasium and the resources in it
3. Yoga Room
4. Girls Common Room
5. Medical Center
6. Counselling Room
7. Open air theatre
8. Rest rooms
9. Canteen
10. Stationery and Xerox facility

1. OUTDOOR SPORTS FACILITIES:

- The outdoor sports area has a multipurpose ground which can be used for athletics/football/kabaddi/volleyball etc.
- The necessary equipment like racquet, balls, nets will be in the custody of the Physical Education Director.

2. INDOOR SPORTS ROOM

- The indoor sports room is equipped with the necessary basic infrastructure- like table tennis, carrom boards, chess and other board games so that students can involve in indoor games.
- The necessary equipment like racquet, balls, chess pieces will be in the custody of the Physical Education Director.

3. GYMNASIUM:

- The gymnasium is spacious, well ventilated and equipped with necessary equipment.
- Rules to be followed while using the gym are resented on the board outside. Students are expected to strictly abide by it.
- Students are expected to wear the appropriate attire/ shoes when using the facilities.
- Students are expected to get their own towels. The college will not provide it.
- Students must maintain hygiene and cleanliness when using the facility.
- The students are expected to place the materials like the weights back in its place after using.

4. YOGA ROOM:

- The yoga room is spacious, well ventilated and equipped with yoga mats and an elevated space for yoga demonstration.
- The materials will be in the custody of the physical director.
- Students are expected to use the facility in the designated time of the session.
- The yoga teacher is expected to be present at the designated time.
- The mats and other materials will be used for the sessions.
- The students are expected to place the materials back in the designated place neatly under the supervision of the yoga teacher.

GENERAL INSTRUCTIONS FOR FACILITY 1, 2, 3 AND 4

- The Physical Education Director is in charge of all the above facilities.
- The Physical Education Director is responsible for the maintenance of the resources.
- Students are expected to keep the sports ground and indoor sports and physical fitness facility rooms clean and not damage any property of the institution.
- Annually, the Physical Education Director submits the requirements with a budget for upgrading the facilities.
- New equipment are acquired following the SOP - Procurement.
- Every year Annual Stock Verification is done on the instructions from the Principal at the end of the academic year.

5. GIRL'S COMMON ROOM

- The room allotted as the girl's common room is spacious, well ventilated and equipped the following infrastructure
 - i. 4 cots, bed with bedsheets pillows and quilts
 - ii. 2 attached toilets
 - iii. First aid kit (refer SOP health club)
 - iv. Sanitary napkin dispenser and insinuator
- A faculty coordinator (Health Club coordinator) will be the in charge of the usage of facilities.
- Usage register is kept in the room. Students who want to use the facility are required to enter the names in the register before using the facility. This register is also shared with the medical centre. The register is in the custody of the faculty coordinator.
- Students are expected to use the sanitary napkin dispenser and insinuator as per the instructions given. If they have any trouble using the same, they can contact the floor attendant.
- The contents of the basic first-aid kit are kept in the room will be regularly checked and made available for students when required with due entry in the register.
- The bedsheets/quilts/pillow covers will be washed or dry-cleaned on a regular basis.

6. MEDICAL CENTER

- Infirmary care is provided for students who may need medical attention for minor ailments/injuries. This is termed as the medical centre and has been allotted a spacious and well-ventilated room.
- A faculty coordinator (Health Club coordinator) will be the in charge of the usage of facilities.
- A medical doctor for the local community visits the facility if there is a necessity. However a part time Nurse has been appointed to be in the center for three hours every day.
- Basic medications and First aid box are available in the centre.
- A comprehensive register shall be maintained to record the use of any medicine or any medical assistance.
- The contents of the basic first-aid kit are kept in the room will be regularly checked and made available for students when required.

- There is a bed in the Medical Center. The bedsheets/quilts/pillow covers will be washed or dry-cleaned on a regular basis.

7. COUNSELING ROOM

- The room allotted as the counseling centre is spacious, well ventilated and equipped with minimum furniture and a notice board.
- Students are expected to use the facility based on their requirements. The procedures are outlined in the Manual for Counseling.
- All documents related to counseling will be in the custody of the counselor.
- Confidentiality will be maintained with respect to these documents. However, only the principal will have access to these documents, if necessary.

8. OPEN AIR THEATRE

- The open-air theatre is attached to the main building and has a seating capacity for 400 people.
- The space can be utilized by students for inert and intra college cultural/literary/social events.
- Audio-video facility can be made available in the open-air theatre.
- The faculty/students who are intending to use the space needs to book the room in advance to avoid overlap of requests.
- The attenders and housekeeping staff are responsible for helping the faculty/students in arranging as per the requirement of the session.
- The students and faculty are responsible for leaving the open-air theatre in the condition that it was found.
- The housekeeping staff identified for the said space along with the attendant are responsible for the maintenance of the space.

9. REST ROOMS

- There are multiple restrooms for boys, girls and faculty in every floor.
- All the restrooms have multiple toilets and wash basins with water connections and waste bins.
- Special bin and newspapers are available in the rest room for girls for the disposing sanitary napkins. This is made available for students who are not comfortable using the sanitary napkin insinuator.
- Students and staff are expected to follow the restroom etiquettes and leave it clean for the other users.

- The housekeeping staff identified for the said space along with the attendant are responsible for the cleanliness and maintenance of the restrooms at regular intervals.
- The restrooms have to be cleaned on an everyday basis by the housekeeping staff.
- In case of unhygienic conditions of the toilets, the users can immediately complain to the floor attendant who is expected to attend to complaint immediately.

GENERAL INSTRUCTIONS FOR ALL ABOVE FACILITIES:

- All electrical equipment like lights and fans need to be switched off if the room is not in use.
- Students are expected to keep the room clean and not damage any property of the institution.
- In case of any damage to property/ vandalism, the institution is authorized to take action against the student/s as per the discipline policy.
- The housekeeping staff identified for the said floor along with the attendant are responsible for the maintenance of the resources.
- They are expected to report immediately to the facility in charge in case of any damage to the resource or if the resource is out of order.

10. CANTEEN

- The canteen facility is provided by an external service provider (ESP) namely Durgamba Food Court.
- The facility is run according to the agreement signed with the ESP.
- Students are required to follow the code of conduct applicable in the college. Failure to observe discipline or violation of any rule may make a student liable to disciplinary action as per the policy of the college.

11. STATIONARY /REPROGRAPHIC FACILITIES

- The facility is provided by an external service provider (ESP) namely Lakshmi Enterprises.
- The facility is run according to the agreement signed with the ESP.

