

SAINT CLARET COLLEGE, ZIRO

P.B 22, Salaya, Lower Subansiri (Dt) Arunachal Pradesh



POLICY ON UTILIZING ACADEMIC & OTHER INFRASTRUCTURAL FACILITIES

July

2020

Policy on utilizing academic, and other infrastructural facilities at SCCZ

The purpose of this policy is to provide guidelines for the appropriate use of physical facilities on the campus of Saint Claret College, Ziro. The guidelines provided here are intended to ensure the safety and well-being of students, faculty, staff, and visitors, as well as to preserve the condition and functionality of campus facilities.

Application: This policy is applicable to all individuals and groups, including but not limited to students, teachers, staff, and visitors, who utilise or gain access to physical facilities of the College.

Physical Facilities of the College include Class rooms, Seminar / Conference Halls, Laboratories, Auditorium/ Stage, Sports facilities (indoor and outdoor), Common rooms, Medical room, Offices, etc.

Policy:

1. Facilities if not allotted by the competent authority, must be reserved in advance through the proper college channels. Generally Classrooms and designated laboratories are allotted to each department. Common classrooms shall be allotted for the respective subject by the Academic coordinator in consultation with the administrator of the college.

Common facilities such as Seminar/ Conference hall(s), and Auditorium, can only be used with approved bookings. Requisition for such facilities shall be made to the Administrator through a prescribed format.

Sports facilities (both outdoor and indoor can be used by the students and staff on a regular basis in the time allotted specifically for its use. In case, the sports facilities are required for specific purposes such as competitions, matches, team practice etc., requisition shall be made to the Principal/ Administrator and permission shall be granted for the same. All users must abide by the directives and guidelines issued by the competent authority.

The College sports facilities shall be allotted for use to parties that do not belong to the College upon request. However it shall be at the discretion of the Principal or the Administrator or any member of the management.

The College management shall upon its discretion charge fees/ rent for the facilities that will be used for non-college purposes.

2. Responsible Use: People who use campus facilities must do so in a responsible manner and for the reasons for which they were designed. The Management will not accept any unauthorised or improper usage of the facilities. Users are required to maintain the physical facilities they use and notify the relevant college employees or departments of any damages or problems. After use, all tools, furniture, and other supplies for the college must be put back where they belong. Any damage caused to any facility or any part thereof should be compensated for.

3. Safety & Security: When using the infrastructural facilities, safety must be the priority. Users are required to abide by all safety regulations and instructions set forth by the college, including but not limited to fire safety, electrical safety, and evacuation procedures for buildings. People using campus facilities must be aware of security measures, such as closing doors when it's appropriate and reporting any suspicious activity or unauthorised access.

5. Cleanliness: It is the users' responsibility to maintain cleanliness in the facilities they use and dispose trash responsibly. Food and Drink are restricted in certain facilities. Use of Tobacco, alcohol, drugs or any other contraband is strictly prohibited. Violators of this rule will be penalised and or prosecuted.

7. Compliance: People who use the campus' physical facilities must abide by all applicable college rules as well as any applicable government laws.

Consequences of Non-Compliance: If this policy is not followed, there may be repercussions, such as the loss of the ability to use the facility, disciplinary or legal action.

All users are required to abide by this policy in order to uphold the safety, usability, and accessibility of campus facilities. For everyone's safety and wellbeing on the Saint Claret College campus in Ziro, it is required that physical facilities are used responsibly.



A handwritten signature in black ink, appearing to read "Allyn St. Lender".

CHAIRPERSON
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