



YASHODA COLLEGE OF ARCHITECTURE

General Lab and Maintenance Policy



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INDEX

INDEX	1
VISION	2
MISSION	2
PREAMBLE	2
APPLICABILITY	3
OBJECTIVES	4
INTRODUCTION	6
OPERATING ASPECTS:	6
VIOLATION OF POLICY	9
IMPLEMENTATION OF POLICY	11
REVIEW AND MONITORING	14



Vision

- To empower the students with knowledge, Values, Skills, Innovative / Creative lateral thinking and meet the educational, social, global, environmental and economic needs of the region and nation to create Humane Society.

Mission

- To impart quality education & training to students for shaping their career with providing opportunities to students & faculty and continuous learning opportunities.
- To empower the students with recent knowledge, skills and right attitude in order to meet the challenges of future by guidance, seminars & lecture's as well as Environmental issues.
- To generate new knowledge and promote excellence in research and extension activities.
- To make efforts for the spread of technical education among classes and communities, which are socially and educationally underprivileged specifically for rural areas.

Preamble

The **General Lab Policy and Maintenance Guidelines** are established to foster a respectful, safe, and efficient learning environment in our college. These policies aim to ensure that all students, faculty, and staff can utilize the college's resources, including labs, studios, classrooms, and equipment, responsibly and equitably.

As an institution dedicated to architectural excellence, we recognize the importance of well-maintained facilities and a disciplined approach to their use. These policies not only safeguard the longevity of our resources but also instill professionalism, accountability, and respect for shared spaces.

Through these guidelines, we strive to:

- Promote proper use and care of college resources, including tools, technology, and consumables.
- Maintain a clean, organized, and safe environment conducive to academic creativity and productivity.



- Uphold decorum and discipline across all areas, ensuring a respectful and harmonious atmosphere.
- Encourage sustainable practices and mindful utilization of consumables and energy.

We expect every individual to uphold these principles and contribute positively to the collective academic experience. Compliance with these policies is essential for the effective functioning of the college and reflects our commitment to excellence, integrity, and mutual respect.

Applicability

The **General Lab Policies and Maintenance Guidelines** are applicable to all individuals and activities within the premises of the college, specifically in areas designated as laboratories, studios, workshops, classrooms, and other shared spaces. The policies aim to ensure proper utilization, safety, and upkeep of resources and facilities for academic and professional purposes.

Who is Bound by These Policies :

1. Students:

- All undergraduate, postgraduate, and research students must adhere to these policies while using college facilities.
- This includes both regular academic sessions and extracurricular or project-based activities.

2. Faculty and Staff :

- Faculty members and lab coordinators are responsible for enforcing these policies and setting an example of proper behavior and resource usage.
- Support staff and Non-teaching staff must ensure the maintenance of equipment and compliance with these guidelines during operational hours.

3. Visitors and External Users :

- Any visitors, including guest lecturers, researchers, or external project collaborators, must comply with these policies while using college resources.
- External use of college facilities requires prior approval and strict adherence to these guidelines.

Where These Policies Apply :

1. Academic Spaces:

- Laboratories (e.g., computer labs, material labs, workshop labs).
- Studios used for drafting, designing, and model-making activities.
- Classrooms equipped with SmartScreen's, projectors, or other technological tools.



2. Shared Facilities:

- Printing and plotting equipment areas.
- Lockers and storage spaces for academic materials.
- Common spaces designated for academic collaborations.

Activities Covered :

- The use of college-provided instruments, consumables, tools, and technology.
- Maintenance and cleanliness of workspaces, lockers, and classrooms.
- Adherence to safety measures while using equipment, including workshop machinery.
- Respect for college property, decorum, and environment.
- Responsible usage of SmartScreen's, projectors, and other shared resources.

Limitations and Exemptions :

- Personal use of equipment and facilities is strictly prohibited unless explicitly permitted for academic or institutional purposes.
- Policies do not apply to areas or equipment that are privately owned by faculty or students but located on college premises, unless they impact shared resources or facilities.

Objectives

1. Ensure Safety and Security

- Promote a safe environment for all users by implementing clear guidelines for handling tools, equipment, and technology.
- Prevent accidents and hazards through proper training and adherence to safety protocols.

2. Preserve College Resources

- Protect the longevity of lab and studio equipment, consumables, and furniture through responsible use and maintenance.
- Minimize waste and misuse of resources by encouraging sustainable practices.

3. Enhance Productivity and Learning

- Provide a conducive environment for academic creativity, collaboration, and experimentation.
- Minimize disruptions and distractions by promoting order and discipline.



4. Promote Accountability

- Instill a sense of responsibility among students, faculty, and staff for the care and proper use of shared spaces and equipment.
- Implement a transparent system for borrowing, returning, and maintaining lab tools and instruments.

5. Support Professional Development

- Encourage professional behavior and decorum in academic spaces to prepare students for real-world architectural practices.
- Foster respect for shared spaces and collaborative work, reflecting industry standards.

6. Maintain Cleanliness and Order

- Ensure that all academic spaces, including labs, studios, classrooms, and lockers, are well-maintained and clean at all times.
- Prevent damage to property through clear usage guidelines and regular monitoring.

7. Facilitate Fair Access

- Provide equitable access to resources, tools, and facilities to all students and faculty for academic purposes.
- Implement policies that discourage misuse, hoarding, or unauthorized use of resources.

8. Encourage Sustainable Practices

- Promote environmentally responsible behavior, including the judicious use of consumables, recycling, and energy conservation.
- Educate users on sustainable material usage and waste management in labs and studios.

9. Uphold Institutional Values

- Reinforce the college's commitment to excellence, discipline, and mutual respect through structured guidelines.
- Create a shared sense of pride and ownership in maintaining the college's infrastructure and resources.



Introduction

The **General Lab Policies and Maintenance Guidelines** serve as a foundational framework to ensure the smooth functioning, safety, and upkeep of all academic facilities within the college. These policies are designed to promote the efficient and responsible use of resources, foster discipline, and create an environment conducive to learning, creativity, and innovation.

Architectural education requires diverse and specialized spaces, including studios, workshops, computer labs, and classrooms, where students can explore their ideas and hone their skills. The optimal functioning of these facilities depends on the collective effort of students, faculty, and staff to maintain order, cleanliness, and respect for resources.

This document outlines the principles and rules that govern the use of these spaces, emphasizing the importance of safety, accountability, and sustainability. It also highlights the roles and responsibilities of all stakeholders in preserving the college's infrastructure and promoting a culture of professionalism and mutual respect.

By adhering to these guidelines, we aim to:

- Maximize the longevity and efficiency of college resources.
- Foster a safe and collaborative academic environment.
- Instill values of responsibility, discipline, and sustainability in all users.

Operating Aspects:

1. Access and Usage

- Eligibility :

Labs, studios, and workshops are accessible to students, faculty, and authorized personnel only. External visitors require prior approval from the administration.

- Timings :

Labs and workshops operate during designated hours. Requests for extended access must be approved by the lab coordinator.

- Authorization :

Certain equipment and facilities, such as 3D printers, SmartScreen's and plotters, require prior training or approval before use.



2. Equipment and Consumables Management

- Inventory Control :

A detailed inventory of all lab equipment, tools, and consumables is maintained and regularly updated.

- Issuance Procedure:

Students must fill out an issuance form and provide their ID cards to borrow tools or consumables.

Issued items must be returned in good condition by the specified deadline. Late returns may incur penalties.

- Consumables Usage:

Consumables like paper, adhesives, and model-making supplies must be used judiciously. Wastage or unauthorized usage will result in disciplinary action.

3. Maintenance and Repairs

- Scheduled Maintenance:

Routine checks and servicing of equipment are conducted as per a pre-determined schedule to ensure optimal functionality.

- Reporting Damage or Malfunction:

Any damage or malfunction of equipment must be reported immediately to the lab coordinator or technical staff.

Deliberate misuse leading to damage will result in fines or suspension of privileges.

- Cleaning and Hygiene:

Daily cleaning of labs, classrooms, and studios is carried out by designated staff. Students are responsible for cleaning their workstations after use.

4. Safety Protocols

- Training and Awareness:

Mandatory safety orientation is conducted for all students and faculty using workshops and specialized labs.

- Protective Gear:

Safety gear, such as gloves, goggles, or aprons, must be worn while working with hazardous materials or machinery.



- Emergency Procedures:

Emergency exits, fire extinguishers, and first aid kits are prominently marked and accessible.

Users must familiarize themselves with evacuation protocols and report accidents immediately.

5. Digital Technology Usage

- Computer Labs:

Systems are reserved for academic and research purposes only. Personal usage, such as watching movies or playing games, is prohibited.

Any software installation requires prior approval. Unauthorized installations will result in disciplinary action.

- Plotters and Printers:

Usage logs are maintained for plotters and printers. Wastage of printing resources will incur additional charges.

Maintenance schedules ensure uninterrupted operation of these devices.

6. Workspace Decorum

- General Behavior:

Respect for fellow users and faculty is mandatory. Disruptive behavior, noise, or unauthorized activities will result in penalties.

- Cleanliness:

Workstations, tools, and shared spaces must be cleaned and restored to their original condition after use.

- Prohibited Activities:

Scribbling on walls, misusing SmartScreen's or engaging in non-academic activities within labs or studios is not allowed.

7. Monitoring and Compliance

- Surveillance:

CCTV cameras are installed in labs and workshops to monitor usage and ensure compliance.

- Inspections:

Regular inspections are conducted to assess the condition of equipment, furniture, and cleanliness of spaces.



- Penalties for Non-Compliance:

Violations of policies will result in warnings, fines, or suspension of privileges, depending on the severity of the infraction

8. Sustainability and Waste Management

- Energy Conservation:

Lights, air conditioning, and equipment must be turned off when not in use.

- Recycling:

Dedicated bins are provided for recyclable and non-recyclable waste. Students must segregate their waste accordingly.

- Eco-Friendly Practices:

Students are encouraged to use sustainable materials and minimize the carbon footprint of their projects.

Violation

Any Violation of the basic objectives and areas mentioned under the **General Lab Policies and Maintenance Guidelines** of the College shall be considered as a violation and as a misconduct and gross misconduct under College Rules.

Types of Violations

1. Minor Violations:

- Failure to clean up workstations after use.
- Littering in labs, studios, or classrooms.
- Unauthorized or improper use of tools, equipment, or technology.
- Leaving lights, air conditioning, or machines on when not in use.
- Low-level disruptive behavior, such as making noise or causing minor distractions.

2. Major Violations:

- Misusing or damaging lab equipment, tools, furniture, or property.
- Scribbling on walls, tables, or unauthorized painting without permission.
- Unauthorized use of SmartScreen's, projectors, or computers for personal purposes (e.g., movies, games, matches).
- Wastage of consumables or printing/plotting resources.
- Ignoring safety protocols, such as not wearing safety gear or mishandling machinery.



3. Severe Violations:

- Theft of equipment, tools, or consumables (e.g., stealing mice, keyboards, or cables).
 - Deliberate damage or destruction of college property.
 - Unauthorized access to restricted areas or equipment.
 - Repeated offenses despite prior warnings.
 - Engaging in dangerous practices that compromise safety.
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Disciplinary Actions for Violations

1. Minor Violations

- **First Offense:** Verbal warning by the lab in-charge or faculty.
- **Second Offense:** Written warning, with a record added to the student's file.
- **Third Offense:** Temporary suspension of access to the lab, classroom, or studio for a specified period.

2. Major Violations

- **First Offense:** Written warning and mandatory fine to cover repair/replacement costs.
- **Second Offense:** Suspension of lab privileges for up to one semester.
- **Third Offense:** Referral to the disciplinary committee, which may include suspension from classes or workshops.

3. Severe Violations

- **Immediate Action:**
 - Immediate confiscation of the equipment involved (if applicable).
 - Formal reporting to the college administration and disciplinary committee.
 - **Consequences:**
 - Full reimbursement for damaged, stolen, or misused property.
 - Suspension or expulsion based on the severity of the offense.
 - Permanent blacklisting from access to labs, workshops, or studios.
 - Entry of the violation into the student's official academic record.
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Reporting and Monitoring Violations

1. All violations must be reported to the lab coordinator, faculty supervisor, or designated authority immediately.
 2. Violations are documented in a **Violation Register** with details, including:
 - Name of the student/staff involved
 - Nature of the violation
 - Date and location of the incident
 - Actions taken
 3. Surveillance systems, such as CCTV, will assist in monitoring and ensuring compliance.
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Appeal Process

- Students or staff may appeal disciplinary actions by submitting a formal request to the **Disciplinary Committee** within 7 days of the issued penalty.
 - The committee will review the appeal and decide on appropriate measures.
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Preventive Measures

- Regular orientation and training sessions to familiarize users with lab policies and safety protocols.
 - Clear signage in labs, studios, and classrooms outlining prohibited behaviors and proper practices.
 - Encouragement of peer monitoring to foster a collective sense of responsibility.
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Implementation of Policy

A. Consumables and Supplies Policy

1. Consumables Usage:

- a. All consumable materials (e.g., papers, blades, adhesives, etc.) must be used responsibly. Students must maintain records of materials used in labs and studios.
 - b. Students are encouraged to bring their own consumables unless specified otherwise.
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2. Stock Replenishment:

- a. Requisition for lab consumables must be made through the appropriate faculty or lab coordinator.
 - b. A register is maintained for issuing consumables, with students required to sign upon receipt.
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B. General Lab and Classroom Behavior

- Maintain cleanliness and avoid littering. Dispose of waste materials in designated bins.
 - Eating, drinking, or smoking in labs and studios is strictly prohibited.
 - Handle all equipment, tools, and materials with care. Report any damage or malfunction immediately to the lab assistant.
 - Respect fellow students and faculty by maintaining silence and avoiding disruptive behavior.
 - No loitering in labs or studios unless you are actively working on a project.
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C. Issuing Instruments and Equipment

- Students must submit their ID cards to borrow instruments or tools.
- A record will be maintained for all borrowed items, and items must be returned by the specified deadline in the same condition.
- Any damage or loss of equipment must be reported immediately, and the responsible student may bear repair/replacement costs.
- Misuse of issued equipment will result in strict disciplinary action, including suspension of borrowing privileges

D. Computer Technology Labs

1. Usage Instructions:

- a. Computers are for academic purposes only. Personal activities like watching movies, streaming sports, or gaming are prohibited.
- b. No software installations are allowed without prior approval.
- c. Maintain cleanliness; avoid eating or drinking near equipment.

2. Issuance of Devices:

- a. Borrowing devices like external hard drives or drawing tablets requires proper documentation and return verification.

3. Punishment for Theft or Damage:

- a. Any theft (e.g., mice, keyboards, cables) will result in immediate suspension, financial penalties for replacement, and disciplinary action under college rules.
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4. Plotter and Printing Equipment:

- a. Prior training on using plotters is mandatory.
 - b. Maintain a log for printing activity, specifying paper size, quantity, and purpose.
 - c. Excessive or wasteful usage will be charged.
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E. Maintenance of Lockers, Classrooms, and Labs

- Students are assigned lockers to store materials and equipment. Lockers must be kept tidy and locked when not in use.
 - Do not store perishable or prohibited items in lockers.
 - Classrooms, studios, and labs must be cleaned and organized after every session.
 - Report any maintenance issues (e.g., broken chairs, damaged boards) immediately.
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F. General Decorum in Studios and Classrooms

- Maintain professional decorum in all areas. Noise levels should be minimal to ensure a conducive learning environment.
 - Scribbling, drawing, or painting on walls, furniture, or unauthorized spaces is strictly prohibited.
 - SmartScreen's and projectors are strictly for academic purposes. Personal usage will result in penalties.
 - Personal belongings must not obstruct pathways or workspaces.
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G. Workshop Lab Instructions

- Use cutters and sharp tools only on designated glass tables, never on drafting boards or other surfaces.
 - Wear appropriate safety gear when operating workshop machinery.
 - Return tools to their designated storage after use.
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H. Silence Policy

- Absolute silence must be maintained in classrooms, studios, and computer labs.
 - Conversations should be kept to a minimum and should not disrupt ongoing activities.
 - Persistent disruption will result in warnings, and repeated violations may lead to suspension from classes or labs.
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I. Disciplinary Actions

Non-compliance with the lab and studio policies will result in:

- a) **First Violation:** Verbal warning and written record.
- b) **Second Violation:** Formal warning and temporary suspension from lab privileges.
- c) **Third Violation:** Escalation to disciplinary committee, potential suspension, or fines.

Review and Monitoring

The effectiveness of the **General Lab Policies and Maintenance Guidelines** depends on periodic review and consistent monitoring. A structured system ensures that policies remain relevant, resources are efficiently utilized, and compliance is upheld.

1. Purpose of Review and Monitoring

- Evaluate the effectiveness of existing policies.
- Identify gaps, challenges, or areas for improvement.
- Ensure adherence to safety, maintenance, and operational standards.
- Adapt policies to evolving academic needs, technological advancements, or institutional goals.

2. Review Process

1. Frequency of Review:

- a. Policies are reviewed annually or as required by the administration.
- b. Special reviews may be initiated after significant incidents, feedback, or infrastructure changes.

2. Review Committee:

- a. Composed of faculty members, lab coordinators, technical staff, and student representatives.
- b. Responsibilities include collecting data, analyzing policy effectiveness, and recommending updates.

3. Data Collection:

- a. Usage logs for tools, equipment, and consumables.
- b. Incident reports and violation records.
- c. Feedback from students, faculty, and staff through surveys or forums.



4. Policy Updates:

- a. Updates are communicated to all stakeholders through circulars, notice boards, and digital platforms.
 - b. Orientation sessions are held to familiarize users with changes.
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3. Monitoring Mechanisms

1. Daily Monitoring:

- a. Lab coordinators and technical staff oversee day-to-day operations, ensuring compliance with policies.
- b. Regular checks on equipment functionality, cleanliness, and adherence to safety protocols.

2. Surveillance Systems:

- a. CCTV cameras installed in labs, workshops, and studios to monitor activities and prevent violations.

3. Usage Logs:

- a. Tools, equipment, and consumables are issued through a logging system that tracks user details, duration of use, and return condition.

4. Violation Records:

- a. All violations are documented in a centralized **Violation Register** to track recurring issues and offenders.

5. Regular Inspections:

- a. Monthly or quarterly inspections of labs, classrooms, studios, and equipment by the maintenance team.
 - b. Inspection reports are submitted to the administration for review.
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4. Stakeholder Involvement

1. Faculty and Staff:

- a. Responsible for enforcing policies, reporting violations, and mentoring students on proper usage practices.

2. Students:

- a. Encouraged to report maintenance issues, hazards, or violations to lab coordinators.
 - b. Participate in awareness programs and feedback sessions.
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3. Administration:

- a. Ensures resources for policy enforcement, such as maintenance budgets, are available.
 - b. Oversees the implementation of recommendations from the review committee.
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5. Reporting and Feedback

1. Incident Reporting:

- a. Users can report issues or violations through an official complaint form available in labs or online portals.
- b. Urgent matters are escalated to the lab coordinator or faculty in charge.

2. Feedback Collection:

- a. Regular surveys and feedback sessions are conducted to understand user experiences and challenges.

3. Action Plans:

- a. Feedback and inspection findings are used to develop action plans for improvements.
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6. Accountability and Transparency

- Review findings and updates are documented and made accessible to all stakeholders.
- Monitoring results and policy revisions are discussed during faculty and administrative meetings.
- Transparency in reporting violations and implementing disciplinary actions ensures trust and compliance.

7. Continuous Improvement

The review and monitoring process is designed to:

- Evolve policies in response to technological, academic, and operational changes.
 - Foster a culture of accountability and mutual respect among all users.
 - Maintain the college's commitment to providing a safe, well-maintained, and innovative learning environment.
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