

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S**  
**SMT. BAKUL TAMBAT INSTITUTE OF NURSING EDUCATION**  
**KARVENAGAR, PUNE -52**  
**RULES AND REGULATION**

The Institute ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose.

- Laboratory Record of maintenance account is maintained by lab incharges and supervised by class coordinators of the concerned departments.

- Other measures to maintain laboratories are as follows: The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

- The articles and equipment's are regularly cleaned and maintained by the concerned departments and record of maintenance is maintained by lab incharges and supervised by HODs of the concerned departments.

- Library The requirement and list of books is taken from the concerned departments and students. The finalized list of required books is duly approved and signed by the Principal.

- Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.

- The proper account of visitors (students and staff) on daily basis is maintained.

- Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

- Sports: Regarding the maintenance of indoor and outdoor games on the college sports in charge takes

care. In their guidance accommodates are arranged.

- Computers: The institute has adequate facility of computers for faculty and students. Adequate funds are used to maintain computers in the college. Computer maintenance through AMC is done regularly and non repairable systems are disposed off.
- Classrooms: The institute has a building committee (Vastu vayvastha) for maintenance and upkeep of infrastructure.

### **RULES AND REGULATION FOR ALL LABORATORIES**

- 1) The concerned teacher or concerned inventory monitor has to write in lab book whenever they are using lab for demonstration procedure or practice purpose.
- 2) All articles should be replaced and arranged properly after doing the procedures.
- 3) No one is allowed to sit on the bed in demo room.
- 4) Any loss or breakage of any articles, mannequin should be informed to the demo incharge or class coordinator immediately by the concerned person.
- 5) Incharge teacher should check inventory regularly. Inventory monitor should check inventory regularly.
- 6) Written application should be submitted to concerned inventory incharge before taking the articles from other department.
- 7) The concern teacher and student will be responsible for demo room neatness after the demonstration.
- 8) After demonstration the room key should be replaced in the office immediately.
- 9) Close the windows, switch off the lights and fans before locking the demo room.
- 10) Be aware that you are under CCTV surveillance.

### **Library:**

1. Maintain silence in the library.

2. Keep your foot wares and bags on respective stands
3. Using mobile phone is strictly prohibited inside library.
4. Personal belongings (bags, folders, food items, issued books) are not allowed in the library.
5. Books will be issued only against I Card.
6. Fine of Rs 2 will be charged per day.