

**B. P. C. A's COLLEGE OF PHYSICAL
EDUCATION
WADALA, MUMBAI – 400 031.**

Policy and Procedures/Rules and Regulation

1. Sports Equipment
2. Library
3. Hostel
4. Human Performance Laboratory
5. Computer laboratory

Sports Equipment Storeroom Policy and Procedure

Policies are related to purchasing sports equipment.

1. College formed purchased committee will take the final decision of the purchase of any sports-related equipment.
2. Before placing an order of new for any sports equipment's the review of present equipment in-store should be taken.
3. For any purchase above five thousand rupees, minimum of three quotations should be asked for the said equipment from reputed Sports Stores.
4. Always ask for quotations for credentials or branded sports equipment.
5. The purchase should be made only after clearance from the purchase committee of the college.

Policies regarding maintenance of sports store equipment.

1. College sports store equipment should maintain a record book of all equipment in the sports storeroom.
2. Wherever possible bar code should be applied to the equipment's storage facility.
3. Quarterly check of the equipment should be done, and worn-out material/equipment should be disposed of in presence of the principal of the college and store in charge.
4. Quarterly maintenance and repair should be carried out for equipment as well as a storage facility.

Policies regarding the issue of sports equipment to students.

1. A separate record book should be maintained for the issue of sports equipment for all classes separately.
2. Day-to-day issues and return of equipment by students during ground activity should be maintained in the day-to-day issue register. In case students do not return it on the same day, then it should be recorded in their names in their respective class issue record book.
3. Only college regular students will be allowed to issue sports equipment.
4. Equipment's to be issued related to current physical activities going on for the class at the ground, and for practice purposes only. Such issued equipment should be returned before the start of the ground activity.
5. Students will not be issued equipment for their personal use or training. In special cases, they need to take permission from the principal.
6. No issued equipment will be taken out of the college campus.

7. Issued equipment should be returned within seven days from the issue date. In case it is required for more days then the students should renew it again.
8. In case the issued equipment is damaged, the college committee will decide on a penalty for it and the same will be deducted from students' deposited amount with the college.
9. Students who do not oblige the policies related to issues of sports equipment will be blacklisted.

Policies of issuance during Physical Education Lesson in peer group.

1. Students should plan their lessons with minimum sports equipment.
2. Issue of equipment during the home lessons on peer groups should be maintained in the day-to-day register.
3. The number of equipments to be issued for lesson purposes will be decided by the storekeeper. Students should not demand or argue for a greater number of equipment.
4. Students can transfer the issued equipment amongst themselves during in-home ground lessons, but it will be in the record of the first person in whose name it was issued. It will be the first person's responsibility to return the issued equipment.
5. Equipment issued for home physical education lessons should be returned on the same day.
6. Students who do not oblige the policies related to issues of sports equipment will be blacklisted.

Policies of issuance during Physical Education Lesson in schools.

1. For school lessons, the lesson in charge will make leaders (2-3) for each lesson. Pre decides equipment will be issued to leaders only.
2. In case any student of the group wants some special equipment for a lesson then it will be issued to his name and only if it is available.
3. All issued equipment should be returned as soon as the school lessons are over.
4. All students should plan their lessons with minimum sports equipment.
5. Issue of equipment during school lessons should be maintained in a separate register.
6. The number of equipment's to be issued for lesson purposes will be decided by the storekeeper. Students should not demand or argue for a greater number of equipment.
7. In case of damage or loss of equipment during school lessons, the college committee will decide on a penalty for it and the same will be equally deducted from the deposited amount with the college for all students in the group.
8. Students can transfer the issued equipment amongst themselves during school ground lessons, but it will in the record of the leader of the group in whose name it was issued. It will be the leader's responsibility to return the issued equipment.

LIBRARY RULES

Library Rules

- While coming in library it is compulsory to have your college ID card

Library Timing: All Working days of the Institute

Monday to Saturday: -10.00 am to 5.30 pm

Membership

- All registered students of the institute are eligible to become members of Library.
- To become a member of Library, a student has to submit 3 copies stamp size photograph, his/her address proof, Photocopy of College Fee Challan to the Library Assistant, who will further guide him/her regarding membership procedure. Readers shall always notify any change of his/her permanent address to the Librarian in writing.
- Membership to the library is not transferable.
- Library membership cards or other identity cards are to be shown, if demanded, at the time of entering into the library or whenever asked for in the library.
- While in the library, all persons shall observe all basic and elementary principles of library ethics, obey the rules and procedures of the library, and maintain discipline enforced by the Librarian.
- Dress code for students will be observed in the library even beyond class timings.
- Conversation, gossiping, sleeping, sitting on top of the table and speaking, use of mobile are not allowed in the library.
- The arrangement of chairs in the reading rooms should not be disturbed.
- Users are not allowed to distort or deface any book, magazine, newspaper. If a student requires any article, it may be photocopied / photo from mobile with permission of the Librarian.
- No reader shall bring any non-member into the library, nor shall lend, even temporarily, library books borrowed by him to others.
- Without obtaining special permission from the head of the institution, no other person is allowed to use the library.
- Upon any infringement of the Library rules, students may forfeit the privileges and memberships.

- No reader who has been thus excluded from the privileges of the library shall be allowed to borrow books unless and until such person be reinstated by the Library Committee.
- Every member of the library shall be responsible for the safe custody of any library book borrowed by him for study in the Library Reading Room or for use at home.
- Library books shall never be left unattended on the table of the library. The borrower shall be held responsible for loss, mutilation or damage, if any, while the book stands issued on his account.

Note: Use of the Library is strictly reserved for the readers possessing BPCACPE library borrower's Library card.

Circulation Rules

- One book against producing one Reader's ticket could be borrowed for a period of 15 days from the date of issue.
- Only 1 book will be issued on 1 card. Each student will get maximum 3 books.
- Use your own Library Card.
- Exchange of cards is strictly prohibited.
- Students will not be allowed to take books home without Library Card
- CD/ periodicals /Thesis will be issued only in Reading Hall.
- Student can get one Additional book for study at home by depositing the additional deposit amount of Rs:-100/- (refundable, only after checking the condition and no of pages of the books)
- Xerox Copies will not make available for students.
- Fine of Rs.5/-per day will be charged if the books are not returned on due date.
- In case borrowers fail to replace a lost or damaged book within a month from the due date of its return, he/she shall pay to the library 5 times of the book.
- Master 2nd years student can issue only master degree thesis for period of 15 days. Failing to return the thesis after 15 days the student will be charged a fine of Rs.10/- per day.
- A borrower shall replace a book if it is lost while in custody.
- A person losing or damaging Library books repeatedly shall be debarred from using the library.
- All readers are required to maintain the perfect silence and Discipline in the Library.

Reference material not to be lent-out.

Renewal of Books

- The same book may be re-issued 2 times, if it is not in demand. Loss of Identity cards should be immediately reported to the Librarian.
- A duplicate thereof, shall be issued after payment of Rs:-100/-

NO Dues

- The users of Library must return all the Library books and other documents borrowed by them and cleared all Library dues before the Year end.

Reading Hall Rules

- Mobile Phone to be kept on silent mode in Library Premises
- The student must carry ID card along with them while sitting in the library reading hall.
- Eatables in the library is not allowed
- Please report to us immediately, if you find anyone damaging the library materials.
- Any infringement of library rules may lead to the withdrawal of membership privileges.

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

1. HOSTEL MANAGEMENT

1 The following officers constitute the Hostel Management:

- a) Hostel In-charge
- b) Student Council In-charge Faculty

2 Hostel is managed by the Hostel In-charge appointed by the institution.

3 The students can approach the above in-charge for help, guidance and grievance redressal, if any & the same must be forwarded through proper channel for action to be initiated.

2. ACCOMMODATION

1 Hostel accommodation is available to students of BPED & MPED, only during a working semester. No student will have a right to occupy a room during vacation.

2 Hostel accommodation is available to students of BPED & MPED for a maximum length of stay for Two years i.e. duration of programme.

3. CONDITIONS OF ALLOTMENT

1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. **The telephone number of the parent with STD code, must be provided.** Local Guardian's address and phone number is mandatory. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, has to be intimated to the hostel In-charge in writing.

2 The Students residing in the hostel will generally provide minimum furniture and fittings such as one each of cot, table, chair & ceiling fan with regulator and, a tube light fittings.

3 Rooms once allotted to the students for an academic year will not be changed except on special situations.

4 The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled / completed the programme. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.

4. CODE OF CONDUCT

1 All residents are required to maintain the rules laid down by the Institution. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

2 All residents are required to carry their valid Identity Cards issued to them by the Institute.

3 The rooms, common areas and surroundings should be kept clean and hygienic. Notices, Posters, Study Material etc. shall not be pasted on walls and walls shall not be scribbled.

4 All the boys / girl students are expected to be in the hostel before 10:30 p.m. If any student wishes to be away from the hostel during the weekend, holidays or any other time, He/she has to take prior permission from the In-charge as well as Head of the institution.

5 The cleanliness & the proper arrangement inside the rooms allotted to each student is his/ her personal responsibility. He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice to the In-charge regarding the routine maintenance works (Civil, Furniture and Electrical), if any, to be carried out in their rooms.

6 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation.

7 The students should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.

8 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage or pay the charges occurred for its repair. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

9 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss

10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the In-charge, failing which he/she will be charged a penal rent as decided by the In-charge.

11 The resident shall not remove any fittings from any other room and get them fitted in his/her room.

12 The residents are required to sign a Hostel Upkeep Undertaking form, a copy of a written form should be provided to In-charge. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Management.

13 **Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely. For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, " display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:- Teasing, abusing, of playing practical jokes on or causing hurt to such student; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do"**.

The Head of the institution (Vice-Chancellor/ Director/ Principal, etc.) should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand.

Freshers should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably.

14 All the students residing in the hostel, are required to sign an Anti-Ragging Undertaking form.

15 **Smoking/ Tobacco** and consumption of **alcoholic drinks** and / or **narcotic drugs** in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken immediately if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel / College premises. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

16 Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted.

17 Any student who is found to be indulging in undesirable activities such as physical assault, Verbal abuse, damage to property, etc., will be liable to the following punishments:

- a) He / she will be expelled from the hostel.
- b) A record of his / her misconduct will be made in the personal file.
- c) The cost of damage will be fully recovered from him / her together with penalty.
- d) He / she will also be fined commensurate with the offence committed.

18 Any student found hosting / harbouring an offender will be also liable to the punishments mentioned in rule no 17.

19 Residents should not participate in any anti-national, anti- social or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is strictly restricted to common room and lounge.

5. GUESTS

1 A guest of a resident may be permitted, with the prior approval by the In-charge and the head of the institution, hostel for not more than a day. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose every person other than resident of the hostel will be considered as a guest for definition.

2 Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.

3 No overnight guests are permitted in a student's room without permission of the In-charge. No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel.

6. VISITORS

1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the In-charge.

2 The visit of men students to the women's hostel and vice- versa is restricted.

7. USE OF APPLIANCES

1 The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

2 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.

3 When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

8. COLLECTIVE RESPONSIBILITIES

1 If the students who caused the damage could not be identified, general damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage.

2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.

3 Residents will be personally responsible for the safety of their belongings.

4 Residents are duty bound to report to the In-charge in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.

5 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus.

6 Students should not arrange for any picnic outside without specific permission of In-charge.

7 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should keep campus plastic free.

8 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.

9 Any case of theft should be reported promptly to the In-charge.

10 Any incidence liable for punishment from police or legal actions outside the jurisdiction of BPCACPE is the responsibility of respective residents of the hostel.

11 The students when they go out should plan to return to the campus before 10:30 p.m.

12 BPCACPE will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.

9. RIGHTS OF HOSTEL MANAGEMENT

1 Any breach of these rules will invite an enquiry that will be conducted by the Management. If the student is found guilty, then the Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

2 The Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.

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Human Performance Lab
(BPCACPE)

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Human Performance Lab

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Human Performance Lab

1. Introduction:

BPCA's College of Physical Education has a well-equipped Human Performance Laboratory. This laboratory has most of the facilities and equipment to check the fitness and performance of sports person or the fitness of any person.

Human Performance Lab is equipped with various Fitness equipments, Anthropometry Equipments, Psychology related equipments and questionnaire and also equipments to check physiological parameters.

Human Performance Lab is used by all the students of the college i.e. BPEd, MPEd and Ph.D. Students and also from the students from other institutes with the permission from the Principal of the college.

2. Aim and Objective of HPL:

- To provide scientific knowledge to the students of BPCACPE related to the performance and Fitness assessment in sports.
- To develop scientific attitude related to the performance and Fitness assessment in sports among the students of BPCACPE.
- To facilitate to the research scholars to have various research in the field of fitness, sports and allied discipline.
- To give hand on experience related to the performance and Fitness assessment in sports and sports science to all the students of BPCACPE.

3. Who can use the resources and facilities in HPL:

- All the Bonafide students of BPCACPE for all the programmes can avail the facilities of HPL.
- Students from other institutes can also use the facilities of HPL by following all the rules and regulations and procedure laid by BPCACPE
- All the staff of BPCACPE can use the facilities of HPL

4. Procedure of using HPL Equipment and Issuing:-

For BPEd and MPEd Students of BPCACPE:

- Students have to write a permission letter for the equipments required for the purpose.
- In-charge of HPL get the sanction from the Principal and then hand over the equipment to the student.
- Student have to return the equipment within given time in proper condition. If the equipment is damaged, the amount/equipment of the same should be recovered from the respective student.

For PhD Students:

- Students have to give written application mentioning all the details of equipment and quantity along with the purpose and have to submit to coordinator of HPL
- In-charge of HPL get the sanction from the Principal and then hand over the equipment to the student.
- Student have to return the equipment within given time in proper condition. If the equipment is damaged, the amount/equipment of the same should be recovered from the respective student.
- Student have to deposit security amount if the equipment is expensive and he has to take it outside the college premises. Security amount will be returned after checking of the equipment which is given outside the premises.

Instructions for Computer Usage

- Enter the computer lab without footwear.
- Read/See Do's and Don'ts before using the computer lab.
- See that the switches of all the computers are off before starting main buttons.
- Switch on the lights and fan when required and off before leaving the lab.
- 'On' modem and router switches.
- Switch on the servers.
- Start computers and perform educational work.
- Log off the computers and power off switches before leaving the lab.

- The servers are to be properly shut down after 4:00 pm.

Strict actions will be taken against students who fail to obey rules and regulations laid down by the college authorities regarding usage of the computer lab.

The lab has to be used in lab timings and students are supposed to take prior permissions to use the Computer Lab.

Lab Timings: 8:30 am to 4:00 pm

Note: Students are allowed to use the computer lab for educational purpose beyond lab timings but need to take prior permission from the Head of the Institution.