

## Bureau of Indian Standards

*Draft Indian Standard*

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# शैक्षिक संगठनों के लिए कैम्पस सामग्री और आवास सेवाएँ — दिशानिर्देश Campus Facilities and Accommodation Services for Educational Organizations — Requirements

(ICS 03.180)

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The Higher Education, Skill Development and  
Related Services Sectional Committee, SSD 04

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## FOREWORD

*(Formal Clause will be added later)*

In a rapidly evolving educational landscape, providing quality campus facilities and accommodation services plays a pivotal role in ensuring students' holistic development and well-being. With the diverse needs and aspirations of the member's community in mind, it is imperative to establish a comprehensive standard that sets forth best practices for institutions across India.

This Indian standard provides requirements for education institutions to meet the excellence, safety, and inclusivity in campus facilities and accommodation services.

This Indian standard was formulated based on the principles of autonomy, fairness, privacy, proportionality, and non-arbitrariness. In our collective effort towards being an equal opportunity space, there shall be zero tolerance for discrimination, harassment, abuse, alienation, hazing, bullying, violence and other similar conduct, and all stakeholders should remain committed to actively preventing such conduct.

The standard encompasses a wide range of aspects, including infrastructure design, amenities, safety protocols, accessibility, sustainability, and student support services. By adhering to this standard, educational institutions can create environments that foster academic success, personal growth, and a sense of community among students from diverse backgrounds.

*Draft Indian Standard*

# **CAMPUS FACILITIES AND ACCOMMODATION SERVICES FOR EDUCATIONAL ORGANIZATIONS — REQUIREMENTS**

## **1 SCOPE**

This standard specifies the requirements for campus facilities and accommodation services provided in campuses of educational organizations.

### NOTES

- 1 This standard is applicable for two types and sizes of campus facilities and accommodation services (on campus) for members of the higher studies educational organizations.
- 2 This standard can be used by all types and sizes of campus and accommodation services irrespective of geographic, cultural and social environment.
- 3 The standalone, private and school hostels and are excluded from the scope of the standard.
- 4 Being mindful of the diversity of backgrounds and needs of members, this standard aimed towards creating an inclusive learning space for all stakeholders.

## **2 REFERENCES**

The standard given below contains provisions which, through reference in this text, constitute provisions of this standard. At the time of publication, the edition indicated was valid. The standard is subject to revision, and parties to agreements based on this standard are encouraged to investigate the possibility of applying the most recent edition of the standard given below:

<i>IS/ISO No.</i>	<i>Title</i>
IS 4963 : 1987	Recommendations for Buildings and Facilities for the Physically Handicapped
IS12433 (Part 1) : 1988	Basic requirements for hospital planning: Part 1 up to 30 bedded hospital.
IS 2491 : 2024	Food hygiene - General principles - Code of practice (Fourth Revision)
IS/ISO 14001 : 2015	Environmental management systems - Requirements with guidance for use (Second Revision)
SP 7	National Building Code, 2016
IS/ISO 50001 :2018	Energy management systems - Requirements with guidance for use (First Revision)
IS/ISO 29995 : 2021	Education and Learning Services — Vocabulary

IS 17923 : 2022	Physical Activity, Sports and Injury Management - Guidelines for Safety in Educational Institutions and Community Sports Academies
IS 18655 : 2024	Gym Centre - Service Requirements
IS 10500: 2012	Drinking Water - Specification

### 3 TERMINOLOGY

For the purposes of this standard, the following terms and definitions shall apply.

**3.1 Accommodation** — An establishment that provides lodging for members of educational organizations.

**3.2 Accessibility** — Usability of a product, service, environment or facility by persons within the widest range of capabilities.

**3.3 Campus** — Ground and buildings with specified boundaries viewed together as academic, social and spiritual entities to facilitate a learning environment.

**3.4 Competent Authority** – Person(s) or group of people who direct and control campus facilities and accommodation services at the highest level.

**3.5 Educational Organization** — An organization whose core business is the provision of and educational services.

**3.6 Learners** — All persons registered with the educational organization in any of the full-time, part-time, distance learning or certificate courses.

**3.7 Member** — Term including students, faculty members, academic fellows, research associates, administrative staff, essential services and housekeeping staff, and all personnel employed by educational organizations to provide services on the campus.

**3.8 Organization Events** — Term including all events organized by the administration of the educational organization, faculty members, research centers, academic fellows, research associates, and students that use the name of the educational organization in any manner or form.

**3.9 Risk** — Effect of uncertainty.

**3.10 Top Management** – Person(s) or group of people who direct and control campus facilities and accommodation services at the highest level.

**3.11 Warden** — An administrative officer appointed by the education organization and responsible for adherence to protocols within the premises.

### 4 STATUARY AND REGULATORY REQUIREMENTS

The Top management shall ensure:

- a) compliance to all statutory and regulatory requirements as well as applicable norms/guidelines issued by the government including local authorities from time to time; and
- b) to take the necessary prior approvals relevant for campus facilities and accommodation in educational organization relevant from the concerned authorities (central government/local authority).

## **5 GENERAL REQUIREMENTS**

The Top management shall ensure the following requirements as applicable to campus facilities and accommodation services:

- a) Adopt sustainable practices at the campus and accommodation facilities, wherever applicable;
- b) Availability of resources to facilitate teaching and scientific research work;
- c) Maintaining optimal temperature and humidity level for comfort of users;
- d) Innovation and incubation center in campus facilities such as maker space or tinkering lab for members to promote entrepreneurship;
- e) Establishment of guidelines/SOPs implementation for cleanliness in classrooms, laboratory, library, academic buildings, dining areas, corridors, toilets, water tank, trash yard and other parts of campus;
- f) Establishment of building maintenance plan and its implementation to ensure safety and functionality of premises;
- g) Establishment of protocols for responding to emergencies including natural and manmade disasters;
- h) Availability of multi-purpose spaces/facilities for extracurricular activities, student clubs or societies, personal development and social engagement;
- j) Availability of adequate spaces and relevant facilities for conducting events in the campus including academic counseling, psychological counselling, technical or cultural events;
- k) Adherence to practices promoting accessibility and inclusivity of all members including elderly and especially abled members; and
- m) Signage at prominent places for providing directions to the different facilities of campus.

## **6 INFRASTRUCTURE**

### **6.1 Drinking Water**

The educational organization shall ensure the availability of safe and clean drinking water in the campus and accommodation buildings with an adequate number of dispenser and shall be easily accessible and located at convenient points.

Water filter/purifier shall be installed and the water testing as per IS 10500 shall be arranged periodically, preferably once in six months, if the drinking water being provided is not certified by Bureau of Indian Standards.

## **6.2 Toilets**

The educational organization shall ensure compliance with the following requirements:

- a) Universally accessible washrooms in adequate numbers for male, female and/or gender-neutral members.
- b) Proper ventilation and lighting in washrooms;
- c) Hygiene of the toilets; and
- d) Keep away all disinfectants and cleaning materials from the reach of the users; and

NOTE — If required, separate toilet/urinal shall be available for use by gender neutral members including members with special abilities.

## **6.3 Electricity Arrangements**

The educational organization shall ensure compliance with the following requirements related to electricity arrangements in campus facilities and accommodation:

- a) All electrical wiring shall be concealed and insulated;
- b) Electrical appliances shall be regularly checked and maintained;
- c) Backup of electricity shall be available;
- d) Equipment shall have proper earthing for human safety; and
- e) Premises handling electrical equipment for electricity supply in the campus shall be secured.

NOTE — Power points for laptop chargers may be also available, wherever required.

## **6.4 Lighting**

The educational organization shall ensure compliance with the following requirements related to lighting and acoustics for learning environments:

- a) The campus and accommodation facilities shall have an adequate lighting facility in the entire premises, for current and future needs, which includes adequate lighting for reading and writing; and
- b) Energy efficient accessories and equipment shall be used.

## **6.5 Administrative Facilities**

The educational organization shall:

- a) design administrative offices to accommodate staff functions efficiently;
- b) provide space and staff for reception areas to address visitors;

- c) establish and implement adequate security measures, including access control systems in administrative areas;
- d) establish procedures for visitor registration, access and record keeping; and
- e) display of emergency contact numbers such as campus emergency number, police, hospital, and fire services at prominent locations of campus and accommodation facilities such as entrance gate, reception area, accommodation notice board and other key facilities.

## **6.6 Health and Wellness Center**

The educational organizations shall:

- a) establish health clinics on-campus or tie up with local healthcare providers for medical treatment of members;
- b) ensure counseling services are available and accessible for members to address mental wellness and psychological challenges;
- c) ensure that health clinics should be staffed with qualified medical personnel; and
- d) ensure availability of contact numbers of nodal officer appointed by educational organization in case of health emergency.

## **6.7 Classroom and Laboratory**

The educational organization shall ensure the following in classrooms and laboratories under the campus facility:

- a) Availability of classrooms having space of at least 1.1 square meters for each learner;
- b) Availability of labs and testing facility as per the course curriculum;
- c) Accessibility to especially abled learner and members such as adjustable workstations and tactile markers;
- d) Establishment and implementation of safety protocols and guidelines for handling hazardous materials and conducting experiments safely;
- e) Establishment of maintenance plan and its implementation for lab equipment to ensure equipment functionality and safety compliance; and
- f) Waste of classroom and laboratory is segregated and disposed of safely and scientifically.

## **6.8 Communication**

In order to have proper communication, the educational organization shall ensure the following:

- a) Install communication facilities such as telephone lines for internal and external communication at appropriate locations;
- b) CCTV shall be installed at the entrance gate(s), administrative blocks and other prominent locations, where appropriate;
- c) Availability of other communication infrastructure such as computers, internet, teleconferencing, walkie-talkie sets (if required);

- d) Availability of mobile phones with key persons especially officials responsible to maintain security in the premises; and
- e) Display of phone numbers of key persons and facilities at prominent locations such as accommodations building, entrance gates, administrative blocks, health clinics or infirmaries etc.

## **6.9 Maintenance and Complaint Handling**

The top management shall establish a separate section for maintenance (civil/electrical/mechanical) and complaints of building including repair/replacement of equipment/accessories. The maintenance department shall:

- a) establish a mechanism for receipt of complaints;
- b) constitute a maintenance team for daily complaints;
- c) maintain records of complaint received and action taken;
- d) ensure competence of maintenance staff;
- e) keep inventory of components needed frequently for repair;
- f) keep record of consumables;
- g) prepare a preventive maintenance plan for the facilities in the campus including equipment, appliances, furniture, building; and
- h) Plan for painting/whitewashing of buildings in the premises.

## **6.10 Hygiene**

In order to maintain hygienic conditions, the educational organization shall ensure the following in the campus facility and accommodation facilities:

- a) Availability of trained manpower for cleaning and dusting;
- b) Plan for periodic cleaning and dusting;
- c) Availability of dustbins (separate for dry and wet waste) at appropriate locations of the premises;
- d) Provisions for collection of solid waste; and
- e) Provision of management of hazardous waste.

# **7 ADDITIONAL SERVICE REQUIREMENTS SPECIFIC TO ACCOMMODATION**

## **7.1 General**

The top management shall establish a residence governance committee (RGC) for the management of the accommodation services. The RGC may be represented by wardens and two elected resident members from each residential block. One warden, where applicable, shall be appointed for not more than 200 residents for each residential block. Additional warden shall be provisioned by the educational institution in case of a unit more than 200 residents in the same premises.

NOTE — Depending on varieties of accommodation, more than one RGC may be established.

## 7.2 Responsibilities of RGC

The RGC shall be responsible, but not limited to, for the following:

- a) Formulating policies and their implementation for,
  - 1) room allotment;
  - 2) applicable charges in consultation with top management;
  - 3) dining services in consultation with Dining Services Management Committee (DSMC);
  - 4) prohibited activities inside the premises; and
  - 5) conducting events in residential blocks.
- b) provide comfortable living spaces for the learners with amenities such as beds, study desks, chairs, and storage in the rooms, utility area and common areas in the residential block;
- c) monitor and ensure implementation of building maintenance plan in the residential blocks;
- d) ensure availability of dustbins at prominent locations, regular cleaning and waste collection in residential blocks to maintain hygiene and proper sanitation;
- e) establish and implement code of conduct for the residents;
- f) ensure display of emergency contact numbers and name of concerned persons such as warden, security, health care facility, hospital and ambulance, water and electricity utilities, lift safety, fire safety at prominent locations;
- g) maintain record of physical assets made available or allocated to the residents; and
- h) The RGC shall review and revise these policies/documents depending on the need, and with the approval of the top management. The review shall be undertaken at defined period declared by the top management.

### NOTES

- 1 Prohibited items may include all articles of hazardous or dangerous nature and substances prohibited under law;
- 2 Common areas may include gymnasium, recreational area and dining hall.
- 3 The events in residential blocks should not unduly interfere with the access, use, and activities by others.
- 4 For guidance, refer regulatory guidelines for Hostel of Educational Institution for Children, 2018.

## 7.3 Dining Services

The RGC shall establish a dining services management committee (DSMC) consisting of at least one warden and one enrolled elected member from the respective residential blocks for the effective implementation of dining services.

The DSMC shall ensure, but not limited to, the following:

- a) availability of adequate space and sitting arrangements for dining area facility for members and visitors as per the dining policy;
- b) availability of well-equipped kitchen, storage areas, washing area for utensils, toilets for kitchen staff, washing areas for dining members and other similar functional areas.



- c) regular briefing and periodic training sessions should be conducted to educate kitchen staff on proper cleaning techniques, personal hygiene, and food safety protocols.
- d) provisions to the members to avail dining services from the educational organization or manage on their own;
- e) ensure in-dining facility offering healthy and flexible meal options of different cuisines at reasonable cost;
- f) establish and implement food safety protocols and conduct regular inspections to maintain food quality and hygiene at kitchen as well as dining area; and
- g) take regular feedback from members in structured format and take action, where required, to ensure hygiene and quality of food; and
- h) ensure safe segregation, handling and disposal of kitchen waste.

NOTE — The educational organization should encourage the use of local and organic ingredients for food preparation.

## **8 LIBRARY SERVICES**

The top management shall establish library on the campus to facilitate and the learning environment and shall ensure the following for the effective functioning of library:

- a) Sufficient and competent staff to provide basic library services;
- b) Adequate space and comfortable sitting facilities (especially for long hour study) with provisions of charging for devices;
- c) Designated spaces for different literary resources such as books, new arrivals, journals, and study areas;
- d) Appropriate area(s) dedicated as silent zones for reading;
- e) Mechanisms for delivery and return of books, publications, catalogues etc;
- f) Use of ICT tool to facilitate the services offered such as information resources, online database, and digital resources;
- g) Surveillance and security measures to protect library resources and maintain a disciplined learning environment.; and
- h) Access to regular feedback and complaint handling system specific to library services.

### **NOTES**

**1** The educational organization should offer extensive collections of books, journals, and digital resources, along with study spaces and computer terminals.

**2** The library in-charge should have adequate experience and qualification (preferably having graduation, diploma or certificate course in library science)

## **9 SERVICES FOR MEMBERS WITH SPECIAL NEEDS**

The educational organizations shall ensure the following for elderly and members with special needs:

- a) Availability of accessible facilities such as ramps, elevators/lifts;
- b) Restrooms are equipped with grab bars, lowered sinks, and accessible stalls to accommodate members with mobility challenges;
- c) Availability of designated parking spaces with appropriate signage and pathways;

- d) Training of faculty and staff on disability awareness and inclusive teaching practices; and
- e) Conduct awareness programs and workshops to educate students about disability rights, inclusion, and ways to support their peers with disabilities.

NOTES

1 Refer to IS 4963 for guidance on accessibility in buildings.

2 Classrooms may be equipped with advanced technology to facilitate especially abled member.

## 10 SUSTAINABILITY APPROACH

The educational organization should establish a campus specific environmental policy to sensitize the issue of sustainability. The policy shall include, but not limited to,

- a) Wherever applicable, design and develop landscape areas to promote greenery with native biodiversity and outdoor learning opportunities;
- b) Encourage energy-efficient technologies integrating renewable energy techniques in campus;
- c) Encourage implementation of waste segregation systems, use of recycle bins throughout the campus; and
- d) Promote educational initiatives such as environmental sensitization programs to foster a culture of environmental responsibility among members.

NOTES

1 The educational organization may establish an environmental monitoring process within the campus for the monitoring of air and water quality at defined intervals;

2 Refer IS/ISO 14001 and IS/ISO 50001 for guidance on environmental and energy management respectively.

## 11 SAFETY AND SECURITY

The top management shall constitute a committee to establish guidelines for safety and security of campus and accommodation facilities. The guidelines shall, but not limited to, address the following:

- a) Comply with norms laid by national and regional regulatory bodies (such as building bylaws, anti-ragging, POSH, POCSO and other relevant regulation) for safety and security on the campus;
- b) Cyber security, anti-bullying, anti-racism and compliance of all other similar regulations;
- c) Establishment of surveillance monitoring and its implementation;
- d) Selection of locations to station the security personnel;
- e) Prohibition on consumption, possession, distribution, sale or exchange of banned substances;
- f) Establishment of plan to conduct safety inspections and risk assessments to identify and mitigate potential hazards;
- g) Removal of stray animals from the campus with compassion and dignity using the services of an established animal rescue service; and

- h) Fire safety norms and compliances as prescribed by appropriate authority.

NOTES

1 Refer School Safety Policy, 2016 published by National Disaster Management Authority for further information on safety in school.

2 Refer Annex B for more information on safety and security guidelines.

## 12 COMMON AREAS

### 12.1 Cafeteria or Food Court

The education organizations shall provide sufficient seating arrangement and hygiene in the cafeteria and regular inspection shall be performed to ensure the hygiene and food quality

NOTE — Refer IS 2491 for further information on food hygiene.

### 12.2 Open Spaces

The education organization shall ensure the availability of the following in open spaces of campus:

- a) Recreation areas to offer opportunities for physical activity and social interaction; and
- b) Clean toilets in adequate numbers and accessible to members and visitors.

### 12.3 Sports Facilities

The educational organization shall,

- a) establish gymnasiums, sports fields, and courts to accommodate various sports activities;
- b) maintain and inspect equipment of sport facility for safety;
- c) provide adequate locker rooms and shower facilities for members using sports facilities;
- d) create parks, open gym, gardens, and walking tracks for relaxation and outdoor events; and
- e) facilitate equipped fitness centers or recreational facilities with exercise equipment and spaces for physical activities.

NOTES

1 Equip gyms with a range of exercise equipment, including cardio machines, weights, and group exercise spaces, play fields, courts, and tracks for various sports should be provided.

2 Refer IS 18655 for gymnasium services and IS 17923 for sports activities.

## 13 TRANSPORTATION AND PARKING

The educational organization shall,

- a) establish a transportation policy for motorized and non-motorized vehicles in campus;
- b) identify and provide sufficient parking spaces for members and visitors;
- c) integrate bicycle racks and pedestrian pathways into design;

- d) facilitate access to public transport, where feasible;
- e) ensure adequate parking spaces for members with options for permits and visitor parking; and
- f) encourage adaptation of green technologies.

**ANNEX A**  
(Clause 4 and 5)

**GUIDELINE ON ADVANCED INFRASTRUCTURE IN CLASSROOMS AND  
LABORATORY**

**A-1 Classrooms**

The educational organization should,

- a) Optimize the layout for view and interaction, considering factors like seating arrangement and placement of teaching aids;
- b) Ensure classrooms have sufficient natural light and artificial lighting for optimal visibility;
- c) Provide equipment with advanced technology (as applicable) to facilitate engaging teaching methods and scientific research;
- d) Provide adequate ventilation to maintain air quality and comfort;
- e) Install sound-absorbing materials or acoustic panels to minimize noise disruptions and enhance audio clarity;
- f) Equip classrooms with audiovisual systems, including projectors, screens, and sound systems;
- g) Provide access to electrical outlets and network connectivity for laptops and other electronic devices;
- h) Install ramps, elevators, and accessible entrances for students with mobility challenges; and
- j) Ensure seating areas are accessible to learners with special needs.

**A-2 Laboratory**

The education organization should,

- a) Ensure availability of necessary tools, instruments, and consumables for experiments and research activities;
- b) Provide safety equipment such as goggles, gloves, fire extinguishers, and emergency showers;
- c) Install ventilation systems to remove fumes, dust, and other airborne particles generated during experiments;
- d) Ensure adequate airflow to maintain a safe and comfortable working environment;
- e) Allocate space for storage cabinets, shelving units, and workbenches to organize equipment, chemicals, and research materials;
- f) Provide designated areas for student workstations and group collaboration;
- g) Equip laboratories with computers, data logging devices, and software applications for data collection, analysis, and simulation;
- h) Install connectivity infrastructure for interfacing with scientific equipment and accessing online resources; and
- j) Provide assistive technologies and support services for students with sensory or mobility challenges.

## **ANNEX B**

*(Clause 13)*

### **SAFETY AND SECURITY GUIDELINES**

#### **B-1 Entry and Exit**

The educational organization should record and maintain entry and exit timing of the members, residents and visitors. The following should be considered to maintain the safety and security at the entry and exit of the campus:

- a) The perimeter of the campus should be secured to control access to the premises;
- b) A record of all staff reporting for duty must be maintained;
- c) A visitor pass is to be given, and signed by the person who has been met;
- d) Every person on the premises should have a valid identity card or a visitor pass; and
- e) In case there is a side gate, this should be manned by a security guard maintaining a record of every entry and exit in a register.

#### **B-2 Fire Readiness**

The educational organization should ensure the following;

- a) Installation of fire alarm system on the campus;
- b) Functionality of fire extinguishers and availability of trained staff to operate them;
- c) Safety of the electrical appliances;
- d) Provide clear access to the fire exit (door);
- e) Fire drills are conducted once a quarter;
- f) Display fire exit plan is at prominent locations and conduct mock drills at regular intervals;
- g) Evacuation plan is clearly visible and accurate; and
- h) Availability of designated safety officer.

## ANNEX C

### **C-1 List of Prohibited Activities in Accommodation of Campus Premises**

In the hostel premises, the following activities are strictly prohibited:

- a) Smoking;
- b) Consumption of alcoholic drinks;
- c) Gambling;
- d) Intimidation or violence;
- e) Entering the hostel premises in an intoxicated state;
- f) Using abusive languages;
- g) Cooking inside the room;
- h) Disruption of property;
- i) Any act that prevents, disrupts, or disturbs regular academic activity;
- j) Unlawful assembly and rioting;
- k) Public nuisance;
- l) Violation of moral code of conduct;
- m) Extortion;
- n) Trespassing;
- o) Any act of abuse both physical or/and mental;
- p) Attempts to commit any or all the above-mentioned offenses; and
- q) Threat to commit any or all the above-mentioned offenses.