Procedures and policies for maintaining and utilizing physical ,academic and support facilities - laboratory,library, sports complex, computers, classrooms

Institution has well laid policy for maintenance of its physical and other resources.

❖ **Process:** Institution regularly collects inputs from the stakeholders for making necessary additions and enhancement of infrastructure. Requisition is sent to Registrar who forwards the same to IQAC and LMC for discussion and its approval. Purchase committee makes decision for purchases below rupees one lakh while purchases involving above one lakh rupees is placed before the management for necessary approval.

❖ Regular inspection of equipment/ infrastructure is conducted by the college under the supervision administrative In charge.

❖ Purchase committee approves the expenses up to rupees one lakh while expenses above one lakh require proposal to be sent to Management for approval.

❖ **Physical facilities:**- The Institution has yearly Annual Maintenance Contract (AMC) with respect to water coolers, pest control etc. Stakeholders are encouraged to report any issues so that AMC contractor can be called for the same.

❖ **Academic and Library Facilities**: The College has subscribed to various official softwares like Microsoft, library software etc. AMC with respect to projector, LCD, Library maintenance is also in place. Uninterrupted internet is ensured. The College has one of the richest collection of books and e-books. Time to time maintenance of physical books in the form of binding etc is undertaken. Various library softwares are subscribed from time to time, and the renewal of the same is done. The Library has a browsing centre and also photo copy machine which is covered under AMC.

❖ **Computer and IT Facilities:** a. **Computer Laboratory:** IT teacher in consultation with IT AMC personnel, faculty and students place the requirements before the Registrar and Principal of the college for further action. **Computers:** Office, computer labs, staff room, SFC departments, VPs office, Library has computers connected with internet and printers. AMC is in place for computers.

Computer Lab is maintained by having a dedicated technical engineer for AMC.

❖ **Gymkhana and Sports (Indoor and outdoor)**: The College is situated in the heart of Mumbai city. Indoor sports is organized in well maintained Gymkhana and other parts of campus. Equipment in Gymkhana are maintained under AMC. College uses handball court of sister institution, We also hire various quality playgrounds for sports such as football, hockey etc.

❖ **Classroom:** Head-Class IV employee is given the duty of looking in to cleanliness and any other maintenance required relating to electricity, fan, tube lights, benches, black boards/ smart board etc.

The college has taken special efforts to reduce the carbon footprints and reduce electricity bill by replacing normal tube lights with LED. The College has also installed electrical equipment outside each class so that the entire electricity to the class can be switched off when not required in order to save electricity. Time to time inspection of equipment is undertaken and they are replaced wherever required. Structural audit is undertaken as per requirement