

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

Library:

The library committee formulates the policy for utilisation and maintenance of the library, after the Principal's approval, they become an integral part of the library policy. On the basis of recommendations received from teachers of different faculties books are procured by the library. The purchased books are displayed in the new arrival section. Books are classified, catalogued and stacked alphabetically and subject wise.

The Library organizes various activities for students to enhance library's utilisation. Library automation is carried out by the help of soul software. The library continues its membership to American library, Indian Merchant Chamber, Tata Institute of Social Science and Bombay Chartered Accountant's Society to up-to-date itself.

Gymkhana and sports ground:

Gymkhana committee has regular meetings with coaches to get expert advice on sports.

The committee organises various tournaments in college campus like kabaddi, taekwondo, best physique etc. In addition to trophies, certificate and cash awards the committee has also hosted lunch and dinner for the winners.

The committee plans for the exercise schedule of the college students depending on the number of students who want to exercise in the gym. Selected sports organisations are allowed to use the sports ground for practice. The management has allowed the children and youth from in and around Bhandup to train on the college ground in gymnastics on the recommendation by gymkhana committee. The local kabaddi coach is also training the kabaddi players on the college ground.

The committee holds quarterly meetings to discuss the maintenance of the gymkhana. A technical expert comes to the college in every term to inspect the existing equipments in the gymnasium. Necessary repairs are done on the basis of the technical expert's opinion. The cleanliness of Gymkhana is inspected every week by its cleanliness in charge. After the rainy season the college outsources the job of cleaning of the ground and after that sports students help in the maintenance of the ground by removing grass and weeds on a regular basis.

Computer Lab

The IT labs are functioning efficiently. The high broadband speed is maintained.

As per the requirements of staff and the needs of students licensed copies of software are upgraded.

Online Paper assessment arrangements are enhanced at the computer labs.

Annual maintenance contracts are in place for the maintenance of the computer hardware.

Other Facilities

The electronic equipments such as photocopy machine, cyclostyling machines, projectors and amplifiers are maintained under Annual Maintenance Contract (AMC). Water purifiers and water coolers are there on every floor and they are also covered under AMC. Solar panels which were installed on the terrace are maintained as per the AMC.

The AMC covers the generator, lift, CCTV cameras, air conditioners and pump house. Electrical fixtures and fittings are replaced or repaired as and when needed. The Housekeeping department caters to the cleaning and housekeeping jobs.