

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*)

- The college has well defined guidelines and procedure for repair and maintenance activities to ensure time bound maintenance work for hassle free educational environment of a college.
- At the commencement of every academic year proper availability of blackboard, lightning and furniture in classrooms are taken care properly.
- After due discussion with Principal and IQAC, the Time Table committee allocates the classrooms as per the students strength and the facilities needed as per the curriculum at each level.
- Each departmental laboratory is having lab assistant and lab attendant for the proper maintenance of the laboratories. The respective department provides necessary instructions to the students regarding does and don'ts in the laboratories for proper workings of the same.
- Stabilizers are used for instruments. Regular servicing and maintenance is carried out for the instruments. Calibration of instrument is done. Service engineers/experts from the manufacturing companies are called for the repairs, if required.
- AMC is available for proper working of Air Condition and Pest Control.
- The library has advisory committee. This committee meets to discuss the functions, requirements, utilisation of resources, budget and other matters related to the library with the necessary guidance and permission from the Principal.
- Library is made automated. Computerised issuing and returning of books is done so as to save time. Regular dusting and cleaning is done. Pest control is carried out as and when required to increase the life of valuable resources of the library. Furniture and fixtures are repaired as per the requirement.
- Computer maintenance and support are carried out by the system administrator. Regular up gradation is carried out for computers and software.
- Gymkhana committee has the responsibility for the creation and maintenance of sports facilities in the campus.
- The college has a generator system for uninterrupted power supply.
- Adequate in-house staff is employed to maintain hygiene and cleanliness in the campus. Classrooms, Staff rooms, Seminar halls Laboratories etc. are cleaned and maintained regularly by non-teaching staff assigned for each floor. Wash rooms and rest rooms are maintained properly. Dust bins are placed at every floor.
- Two water tanks are made available in the campus for hassle free water supply. Both water tanks are cleaning quarterly (AMC is available) and water testing is done by Thane Municipal Corporation every year to check whether the water is Microbiologically and Chemically Potable or not.
- Water coolers and water purifiers are made available for the students as well staff and support staff cleans it on regular basis. Repairs and maintenance is done as and when required on call basis.
- Fire Extinguishers are installed at every floor as well as in the Library, administration office, canteen and laboratories. The college support staff have been trained to act during emergency situation. All fire extinguishers are checked by office staff.
- Lift facility and is made available for the staff as well as differently abled and students with medical issues for the easy access to their classrooms. AMC has been for the hassle free service of the lift.