

DAAR-UL-REHMAT TRUST'S
A.E. KALSEKAR DEGREE COLLEGE
KAUSA, MUMBRA
Affiliated to University of Mumbai

Criterion -4: 2016-17

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) (information to be available in institutional Website, provide link)

The college has a precise plans and procedure for repair and maintenance activities to ensure time bound maintenance work of hassle free educational environment of a college.

- All physical academic and support facilities are augmented and maintained through various college committees.
- At the beginning 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.
- The college successfully runs "Earn and Learn" scheme. The students working under this scheme helps in maintaining the campus properly.
- The library has advisory committee with a Librarian as a convener and faculty members nominated as member of the committee by the Principal. This committee meets to discuss the functions, requirements, utilization of resources, distribution of funds and other matters related to the library with the necessary guidance and permission from the Principal.
- The library committee looks after the smooth running of the library activities and resources. 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 centrally.
- 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.
- AMC has been made for cleaning, sweeping etc.
- The college has a generator system for uninterrupted and power supply.
- Along with AMC adequate in-house staff is employed to precisely 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.

- Water coolers and water purifiers are made available for the students as well staff and support staff cleans it on regular basis. AMC is also given for the same.
- Fire Extinguishers are installed at every floor as well as in 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.