

S.I.W.S.

N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS AND

SMT. THIRUMALAI COLLEGE OF SCIENCE,

WADALA, MUMBAI – 400 031

(A) UTILIZATION POLICY FOR

PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Introduction

The utilization and maintenance policy is formulated by the institution for classrooms, laboratories and equipment's, computer & IT facilities. Rationale and procedures for implementation of the policy decisions are presented below:

Purpose of the Policy:

- Policy decisions are formulated in order to realise the optimum utilization of the physical and other resources so that the academic, administrative and curricular/co-curricular goals are satisfactorily fulfilled.
- The infrastructure and physical facilities are so framed to ensure the optimum utilization of all the resources such as classrooms, library, laboratories, gymkhana, canteen etc.
- The infrastructure and maintenance committee assists the Principal and Management trustees to draft and design the policy for the best utilization of the available resources and also enhance their availability of as per the requirements.

Physical Facilities:

Classrooms:

- Time tables are framed by the Time Table committee as per requirements and availability of the classrooms
- Workshops, training programmes for students and teaching/non-teaching staff, association activities are scheduled during the non-lecture time slots
- Board and University examinations and other competitive examinations are conducted as per the schedules
- Tutorials and remedial lectures for weaker students are also arranged during the free time slots.
- Separate register is maintained for use of auditorium, seminar halls, etc.

Laboratories:

- The utilization of the laboratory resources are framed as per the course requirements and different time slots are accordingly allotted by cautiously drafting the time table
- The time tables of the teaching and non-teaching as well as other support staff are designed as per requirements
- The major laboratory equipment are identified and are utilized to their optimum capacity
- Each department maintains a stock register for the laboratory requirements
- Material purchase register and stock registers are maintained at the department level
- Fire audit has been duly completed
- Inspection and stock verification is carried out at the end of each academic year
- Laboratory waste is segregated into wet and dry waste and is disposed separately
- Upkeep of instruments, water purifiers and distillation units is carried out through annual maintenance contracts.
- Training is given to support staff in handling of equipment and instruments

Library:

- The Library of the institution is spacious and very well ventilated with all the necessary facilities
- The library is segregated into open book shelf, periodicals, journal section, reference section, issuing section and a reading hall.
- A well-equipped computer facility has been established for the smooth functioning of the library
- A separate reading facility has been arranged for the teaching and other staff for their daily needs
- The library is kept open from 9.00 am to 5.00 pm in order to enable the optimum utilization of library resources by the students
- Text books are issued to the students for home reading
- Departments are allotted funds to order new books to cater to their specific requirements each year.
- Departmental libraries are maintained by the respective departments.

Computer Equipment:

- Computer/ICT facilities are allotted to all the departments as well as administrative staff
- The computers and the associated necessary peripherals are purchased as per the requirements

- The hardware and software requirements are updated periodically
- The examination committee is equipped with computers, printers, photocopy machines, etc. for carrying out the University and College level examinations smoothly
- Annual maintenance contracts are done for computers, printers and scanners
- Anti-virus software is installed in all machines
- Only licenced version of software are used

Sports:

- Indoor sports activities such as carom, table tennis, chess etc., are conducted in the spacious assembly hall on the ground floor
- Sports grounds are hired whenever necessary for outdoor sports activity
- Separate coaches are appointed as per need for different sports
- Different committees organise co-curricular and extra-curricular activities and encourage students to participate in activities at University, State and National level
- A review of all activities and available infrastructure is taken towards the end of the academic year and the budget for next academic year is prepared on that basis
- Inputs from students are also taken into account through suggestion boxes

Infrastructure Maintenance:

- The maintenance of building and classrooms is done on regular basis
- Special attention is given to maintain cleanliness and hygiene in the classrooms, laboratories, corridors, multipurpose hall and toilets
- Safety audits are conducted periodically
- Security services are completely outsourced
- Surveillance cameras are installed in campus for additional safety
- Fire audit has been done
- Solar panels have been installed on the terrace of school building. It supplies electricity to both school as well as college building. 45% of power is getting saved on electricity after installing these solar panels.

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(B) MAINTANANCE POLICY FOR

PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The institution has formulated the policies and has undertaken due cognizance for the implementation of plans, procedures in order to improve physical, academic and support systems. Principal, Management, Vice Principals, Teaching and Non-Teaching staff, students, parents, and alumni being the stake holders, are involved in policy decisions while maintaining these resources. Infrastructural facilities such as classrooms, laboratories, library, computer facilities etc. are periodically updated to ensure optimum utilization of these resources. The I.Q.A.C. takes all efforts to maintain appropriate policies and procedures in physical, academic and all other aspects of administration.

The institution is located in a very central place of the Mumbai city with a lot of greenery around and has a great locational value due to the proximity to Wadala and Matunga railway stations. The area is an educational hub as there are very many well-known schools and professional colleges in the vicinity like the world renowned ICT Institute. The Infrastructure of the College comprises of a main building and a central building along with the school building. The institute is well established and it caters to the needs of all stakeholders. The spacious classrooms, science as well as computer/IT laboratories, a library equipped with books, journals and other resource materials, a spacious gymkhana hall and well equipped seminar rooms are some of the key features of the physical infrastructure.

The college provides following physical facilities:

Sr. No.	Type of facility	Main Building	Central Building
1)	Classrooms	23	16
2)	Tutorial Rooms	3	---
3)	Laboratories	7	5
4)	Seminar Rooms	---	2
5)	Administrative offices	3	3
6)	Board rooms	1	1
7)	Conference rooms	1	---

Additionally the college has in place very many supporting physical facilities such as staff common rooms, boys and girls common rooms, examination rooms, Rooms for various Associations, document storage facilities, etc. The institution also caters the supply of potable water and water purification devices are installed at appropriate places to ensure clean drinking water.

The ICT and computer facilities are provided through a separate IT team which looks after daily maintenance and augmentation of these resources.

Another key feature of the college has been its successful efforts in creating a solar energy panel facility as major (alternative) source of electricity, enabling partial self-reliance in the area of clean energy.