

NSS College of Commerce and Economics,

Tardeo, Mumbai-400034

Academic Year 2019-20

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

The college has infrastructure facilities such as classrooms, laboratories, Multipurpose Auditorium, library, common amenities like girls' common room, Canteen, gymkhana, gymnasium, etc. that are utilized optimally. Procedures and policies for maintaining and utilizing college infrastructure and equipment's include

- Annual maintenance Contract for equipment like lift, computers, printers, air conditioners, water coolers, telephones, software etc.
- Full time laboratory assistant is appointed for maintenance of computer laboratories.
- The Sanstha has appointed a dedicated staff for regular upkeep and maintaining orderliness in the entire campus. Full time Electrician, plumber, carpenter, housekeeping staff, gardener, etc. are available on the premises during college timings. Other technicians are deputed by management as and when required.
- Complaints related to Fans, Computers, laptops, furniture, fixtures, plumbing, electrical work etc. are received through applications from teachers, peons and students council. Majority of them are resolved by the in-house staff. If required, the experts from outside agencies are called.
- Management has an annual contract with an external security agency for providing round-the-clock security staff on the campus
- Pest control is carried out to increase the life of resources in library, Offices, godown, etc.
- Furniture and fixtures are repaired as per the requirement.
- Records of dead stock and other material utilized are properly maintained
- Use of common LCD's/Laptops for lectures should be recorded in log book
- Suggestion boxes are installed in the premises to take feedback and suggestions
- Special facilities like Ramp, Lift, toilet, special seating arrangement and the large passage for easy movement of wheelchairs are available for physically disabled

students.

- Separate rooms are available for NSS Unit, Students Council, Research cell, IQAC, M. com Office and Examination.
- Canteen is outsourced and they take care of its regular upkeep.

Classroom: - College has 9 big and spacious classrooms and 3 tutorial rooms with adequate seating capacity for students. Each classroom has a green chalkboard, and with provision for using ICT tools like LCD projector for PowerPoint Presentation, audio-visual system and collar amplifier. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments. Cleanliness of class rooms is done by peons and sweepers.

ICT Support/ Computers: The College has 75 computers installed in various facilities such as computer laboratory, library, College office, IQAC Room, Staff reading and research Room, Examination Room, Conference halls and the cabins of Principal and other departments of the college. These machines are maintained by technical staff appointed on AMC. All these machines are optimally utilized for academic, administrative and examination related work.

Library: - Fully air-conditioned library and study/ reading area with sufficient tables and chairs. Wi-Fi facility for the students and staff. The requisition list of books is taken from the concerned departments. The finalized list of requisition books is duly approved by the HOD and the Principal. INFLIBNET facilities – NLIST Journals are accessible for students and teachers. Visitors register. Books registers, stock records. Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library advisory committee.

Gymkhana/ Sports facility: - The college Gymkhana is open to students, staff during specified timings. Gymkhana has indoor games facilities like chess, carrom, and table tennis. Purchase, repair and maintenance of sports equipments and other resources is taken care by the Gymkhana Committee and Physical education incharge. The college appoints professional coaches for outdoor sports like Cricket, Kabaddi, Volleyball and Football every year. College hires play grounds for Annual Sports day and outdoor sports events like Kabaddi, Kho-Kho, Cricket, Basket Ball and Foot Ball etc.

Gymnasium: Air-conditioned Gym with modern equipments is available to students and teachers at concessional rates. 3 gym trainers are appointed by the management. Management takes care of the maintenance of Gym.

Multipurpose Auditorium and Audio Visual room with ultra-modern equipments and operating staff is common for all Institutes under the Sanstha and available for college programs Each Institute has to plan their activities in advance and make booking. The entire procedure of booking is handled by NSS Trust office.

Prof. R. Ovhal

Asst. Prof. Dhiraj Ovhal
IQAC Co-ordinator

Dr. Shamim Sayed

Dr. Shamim Sayed
I/C Principal

