

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

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students. Physical facilities including Laboratories, Classrooms and Computers, fitness centre, canteen library, hostel, and common room are made available for the students those who are admitted in the college. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment. First the proposal is submitted and then its evaluation is done by the college office and the purchase committee. It must get the approval by the principal and then quotations are invited. For the major purchase, the approval of university authorities is needed.

Maintenance of the laboratories and studios are supervised by concerned heads of the departments. College campus maintenance is monitored through regular inspection. Maintenance and repairing of IT infrastructure such as computers, internet facility including Wi-Fi and broadband is done partly by university technician and sometimes it is outsourced if needed. Outsourcing is done partly for the maintenance of wooden, furniture, electrification, and plumbing. Maintenance of the water purifier is done regularly.

Bharatratna Maharshi Karve Knowledge Resource Centre, SNDT Women's University is our main library where our teachers and students can access the best teaching and learning material along with the myriad resources. The students who seek admission pay the university library fees straight at the time of her admission in the college. The library is well equipped with the books, journals, periodicals, and audio-visual study material to cater to the needs of the teachers and the students. For the search of books' catalogue, from the collection, seven computers have been installed exclusively for access of students and staff. All necessary bibliographic details of the complete collection (books, journals) are accessible through the OPAC (Online Public Access Catalogue) in-built in the Library software. Faculty can also access Content Service, wherein library provides bibliography pertaining to a given contemporary topic and various data-bases provided by the library. Carrels are provided to teachers and researchers for congenial research environment. There are 16 computers with internet connection in the library available for the students and staff. All computers are connected to dedicated internet connection of MTNL services. E-resources such as Jstor, Inflightnet, ProQuest, Sage Online etc. are available.

The Sports department is very active and encourages students to participate in 16 sports activities, along with training and coordinating various sports in the college. Elementary coaching is given by sports faculty in various sports activities such as kabaddi, kho-kho, basket-ball, volley ball, table tennis, boxing, taekwondo, yoga, chess, rope mallakhamb, Swayansiddha- a course in self defence etc. The college runs a fitness centre for students and staff.

The College has two Computer Laboratories with internet facility and every student is given the computer training. It is the policy of the College to keep all the labs updated. Computer maintenance is done regularly as per the need. A competitive examination Centre established at the college supports the

students preparing them for competitive exam. The college provides library facility for students appearing for competitive exams.

With the help of the sweepers and peons, the cleanliness of class rooms is maintained. Students feedback is obtained about the cleanliness maintained in the classrooms. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. The classrooms boards and furniture facilities are utilized regularly by the students and faculties and sometimes it is also made available for the other governmental and the non-governmental organizations for conducting entrance or competitive exams. There are security guards and watchmen for the round the clock security of the infrastructure of the university and college. Fire extinguishers have been installed at identified locations.