

Kirti M. Doongursee College, Dadar, Mumbai-28

The details of Procedures and Policies [4.4.2]

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 policy is decided and procedures are set in accordance with our parental body, Deccan Education Society (DES), for procurement, effective and need based allotment and optimal utilization of physical and support facilities. Various committees are formed for generating requirements, its evaluation and utilization. Requirements given by different committees and departments are scrutinized and evaluated by the purchase committee of college and after approval by College Development Committee (CDC) the requirements are fulfilled through DES as the central authority. Work allocation and delegation is done by individual heads. Adequate provision is made in the budget for these facilities. Technical help is sought for betterment and enhancement of these facilities whenever needed. Necessary information and guidelines are given to students for effective use of these facilities by teaching and non-teaching staff.

Annual maintenance contracts (AMCs) are made for maintenance of various facilities such as building and classrooms, laboratory equipment, computers, printing machines and networking accessories. To maintain a hygienic environment in and around the campus, an AMC is made for housekeeping, garbage disposal, pest control and maintenance of college campus. Furniture, electrification, and plumbing works are given to local contractors. An outsourced stationery and xerox store in the campus caters to the daily needs of students. Canteen facility is outsourced to competent bidders each year. Safety measures like fire extinguishers are provided at different locations within college premises. First aid boxes are placed on each floor.

To offer potable water, 8 RO purifiers are installed. AMC is also provided for cleaning and maintenance of water coolers and water filters. Entire college campus is under CCTV surveillance and 24 hours security is provided through a security agency. To maintain academic facilities such as departmental books, equipment, library, laboratory and internet facilities the concerned head of the units and coordinators prepare a plan. Gymkhana chairman is given the responsibility of maintaining the college ground and sports facilities. The college has a functional gymnasium whose services have been outsourced.

Computer upgradation is synchronised with the demand of syllabi. Computers with good configuration are provided to office and departments periodically. An internet facility is provided through a TATA leased line of 100 mbps to all computers within the campus. An alternate static line of MTNL has been installed as a backup of 2Mbps. Microsoft Licenses of all operating systems and application software are procured under campus licenses.

Being a centrally located campus, college serves as a venue for competitive examinations conducted by central and state Government time to time. Besides its use for sport activities, college ground is used by NCC for its drill and camp activities and by NSS for its cultural activities.

In view of upcoming changes in teaching learning patterns and to develop a learning management system, Deccan Education Society has subscribed to Microsoft Teams platform from early 2020, which has conveniently served the college through the COVID pandemic. This

platform can be used very effectively for online education and audio-video conferencing besides other useful features.