

**D.E.Society's
Kirti M Doongursee College, Dadar, Mumbi-28**

Procedures for maintaining and utilizing physical,academic and support facilities - laboratory, library, sports complex, computers, Class rooms etc.:

Requirements for new purchases and maintenance are scrutinized and evaluated by the purchase committee of college and after approval by College Development Committee (CDC) are fulfilled through DES as the central authority. Annual maintenance contracts (AMC) are provided for maintenance of water coolers and water filters, housekeeping, garbage disposal, pest control and maintenance of college campus. Classrooms are kept clean and tidy on a daily basis. Working condition of electrical fittings and furniture are checked regularly and replaced if damaged. IT resources are maintained by skilled personnel appointed by college and based on recommendations received, are upgraded periodically. For smooth conduct of administrative and examination related activities the college has been equipped with an ERP system. Requirement of laboratory equipment is submitted to Purchase Committee. Laboratory staff maintain dead stock registers of equipment which are maintained, calibrated and serviced periodically by them and technical experts. Repairs and maintenance of laboratories are given as third party contracts. Books suggested by heads of various departments are forwarded by Librarian to Principal for approval and purchase. Library records are regularly updated using SLIM Software. Maintenance of library includes maintenance of books and book racks, pest control, stocktaking, binding old books, weeding out unwanted books, by library staff. Gymkhana Chairman looks after the maintenance and utilization of sports and cultural facilities. Under him the Sports and cultural in-charges are responsible for organizing sports and cultural events respectively and participation of students in events and competitions at various levels.