



## POLICY MANUAL OF GHANSHYAMDAS SARAF COLLEGE

### Policies for Infrastructure

The College has an expansive campus of 5180 sq. meter of which 483.34 sq meter is used for building & infrastructure. State of the art infrastructure has been built to provide an effective teaching-learning environment.

Departments are equipped with computers in LAN, loaded with required software, printer, internet.

Every year the time-tables are prepared taking into account the optimum utility of resources available. There are 26 spacious, well-ventilated, naturally and adequately lit classrooms equipped with dais, public address system, white board, and WIFI facility. These classrooms are optimally utilized and are provided for conducting examinations of University of Mumbai, police department & Institute of Chartered Accountant of India.

With planning, we utilize our infrastructure in three sessions.

Every floor is equipped with a fire extinguisher.

Dedicated Research Centre for staff equipped with required materials, computer with internet facility and printer is provided.

A multipurpose assembly hall of 435.34 square meters is used for extracurricular activities, guest lectures, workshop, faculty development program etc.

Library caters to the students, teachers, administrative staff, alumni. Total area of the library is 158.93 square meters divided into Open access, reading area, Internet section, administration area and staff reading room. All resources on campus are shared among institutions under RSET trust. We have common server and all our electronic resources are accessed through IP based licensing. We are following this since 2014 onwards.



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The details of shared resources are as follows:

1. N-List : subscribed by Ghanshyamdas Saraf College of Arts and Commerce
2. EBSCO: subscribed by Durgadevi Saraf Institute of Management Studies
3. DELNET: subscribed by Deviprasad Goenka Management College of Media Studies.

Collection of 51686 books, 191 CDs, 189 journals and 332 magazines and other 10 computers with internet connectivity, Scanner and printer facility with Barcode reader is available.

Our institution is the first and the only undergraduate college in University of Mumbai to introduce Bloomberg Terminals to its students. Bloomberg is a leading technology company established in 1981 providing financial solutions that are needed for the 21st century.

Additional Infrastructure facilities:

Offices for:

- Principal Room
- Vice principal
- Sr. Vice Principal Room
- Administration
- Research Centre
- Meeting Room
- Office Superintendent Room

Special Rooms for:

- Exam control room
- NAAC Room
- Teaching Staff Room
- Co-ordinator – Self Finance
- Meeting Room for teaching staff
- Pantry Room

The college has a Safe Drinking Water Facility with 04 water coolers and water purifiers for students and staff members.



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Sanitary Arrangements for Men Students – Units Location: every alternate floor. Sanitary Arrangements for Women Students – Units Location: every alternate floor

Sanitary Arrangements for Teaching Staff – Units Location: 1st Floor. Our parent body 'Rajasthani Sammelan Education Trust (RSET)' has a Girls' hostel and a Boys' hostel. International students seeking admission in our college also avail the facility of the hostel for accommodation purposes. The hostel has centralized Air-conditioning, CCTV surveillance, tightened security and Canteen facility for the residents of the hostel.

**For maintaining the infrastructure, professional housekeeping, IT agencies are hired.**

The College has initiated major enhancements to strengthen sports facilities. A state of the art outdoor game facilities have been installed on the campus which include facilities for :

- Basketball
- Throw ball & Volleyball
- Play area for box cricket and badminton
- Sports equipments like badminton rackets, shot-puts, javelin and discus
- Indoor game facilities are provided in Gymkhana. This include facilities for :
  - Table Tennis (02 tables)
  - Carrom (04 boards)
  - Chess (05 boards)

The college canteen provides hygienic and variety of food items at concessional rates to the students, staff members and the hostel members.

The college has a health centre providing basic medical facilities to the students and staff.



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## **Policies for admission**

Admission will be conducted as per the guidelines and schedule announced by University of Mumbai from time to time. The schedule of admission, fee structure, refund of fees, documents required for admission, will be displayed on the notice board of the college for the smooth conduct of admissions.

Procedure for online admissions will also be displayed on the notice board of the college and prospectus.

## **Policies on Students**

Policies related to the code of conduct of the students in the college campus need to be displayed on the college website as well as in the college prospectus to ensure that students maintain proper discipline in the campus and the campus is free from ragging. Rules and regulations related to punishment for ragging as per the UGC guidelines needs to be displayed at appropriate places in the college campus.

## **Policies on Staff**

Code of conduct for the teachers need to be announced considering the UGC regulation 2010 and the rules and regulation specified by the University of Mumbai. A detailed guideline should be displayed on the college website.

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## Policies on Green Initiatives

Our institution is very keen to promote green culture and cleanness drive in and outside campus as a commitment towards better environment and conservation of energy.

The institution should carry out different audits such as green audit, environmental audit, energy audit etc. Further, the institution should also organise various activities for the students to be carried out in and outside the campus.

Activities such as tree plantation in the college campus, tree plantations in the nearby areas, plastic free campus, reuse of plastic bottles, paper bag making, cleanness drive in the campus & nearby areas needs to be conducted through various committees of the organisation.

For conservation of energy, solar panels installed in the campus needs to be maintained properly.

## Policies on disabled friendly and barrier free environment

The organisation needs to ensure that a disable-friendly, barrier free environment needs to be maintained for students /persons with disabilities(Divyangjan). The organisation should ensure that proper ramp and lift facility, proper signages, library facility etc needs to be provided for such students/persons.

**Dr Jayant Apte**

**Principal**

**PRINCIPAL**

Rajasthan Sammelan Education Trust

Ghanshyamdas Saraf College

A Rajasthan Sammelan  
Educational Endeavour  
College of Arts & Commerce

