



Ghanshyamdas Saraf
college of arts & commerce
EDUCATION EMPOWERS



Internal Quality Assurance Cell (IQAC)

Infrastructure and Maintenance Policy

INTERNAL QUALITY ASSURANCE CELL





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college of arts & commerce
EDUCATION EMPOWERS

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INFRASTRUCTRE AND MAINTANANCE POLICY

Objectives:

The institution has designed the Infrastructure and Maintenance policy to achieve following objectives:

- To improve the infrastructure in order to enhance the institution's prospects for growth.
- To provide assistance to develop the institution's ICT capabilities and infrastructure.
- To provide Space for teachers and students, with an adequate temperature, ventilation, and lighting, with water, electricity, and Internet services, as well as sanitary services

THE POLICIES:

The Policy and the Procedure for maintaining and utilizing Physical, Academic and the support facilities:

Physical facilities

The physical facilities including Computer Laboratory and Classrooms etc. are made available for the students those who are admitted in the college. The students seek admission to desired courses. The classrooms, furniture and fixtures are utilized regularly for the students but sometime it is also made available for conducting various value added/Add on and Certificate courses The

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maintenance and the cleaning of the classrooms and the computer laboratory is done with the help of Housekeeping Department, the contract of which has been given to outside agency. The college has adequate number of the computers with internet connections and the utility soft wares are distributed in different locations such as administrative office, computer laboratory, library, staff room etc. The office computers are also connected through the LAN and office software makes work easier and systematic. The library is also provided with LAN facility for the computers and they are loaded with the library software. The college website is maintained regularly by AMC with outside agency.

For Maintaining the Physical Infrastructure there is Building Maintenance Services (BMS) whose contract has been given to outside agency, which maintains Infrastructure of the institution.

Library

This policy outlines the infrastructure and operational policies of the Library so it can make provision for an effective and efficient academic learning and research environment. This policy governs how library resources including both physical and digital material, software systems, and maintenance protocol are used. The Library Infrastructure Policy ensures the College's library is equipped with modern facilities and resources in pursuit of academic excellence. The institution maintains up-to-date software and well-defined usage resources that regularly update to better the academic activities of both the students and faculty.

Gymkhana and Other Facilities

Equipment for sports and other activities may be acquired by the In-Charge in consultation with the Principal as per the budget approved by the management. All major purchases are sanctioned through the purchase committee.

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Maintenance Policy:

Classrooms with furniture, teaching aids and laboratories are maintained by BMS . The college continuously strives to upgrade and maintain college infrastructure and equipment's. All equipment maintenance is covered under annual maintenance Contract awarded to various vendors. These equipments include computers, air conditioners, Lift, CCTV, telephones, software etc. The maintenance work is carried out by experts in the field. In addition to external experts, the college also has Inhouse Computer Service person covered by Computer AMC provider who looks after the day to day Computer maintenance.

House-keeping contract has been given to an agency who looks after the cleanliness and hygiene in the college. Fire extinguishers are placed on every floor and specially in the high risk places like Canteen and regular maintenance of the same is done.



Dr. Ashwat R Desai

PRINCIPAL

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