

CHILDREN WELFARE CENTRE

Clara's College of Commerce

(Affiliated to University of Mumbai and NAAC Accredited)

Address - Yari Road, Versova, Mumbai - 400061

Contact No - 7738501168, Website - claracollegeofcommerce.edu.in

POLICY FOR UTILISATION AND MAINTENANCE OF INFRASTRUCTURE

1. INTRODUCTION:

Based upon the values of instilling qualities of leadership, good citizenship and good human being, the Clara's College of Commerce has adopted the Policy for Utilization and Maintenance for physical and other infrastructure.

2. OBJECTIVES OF THE POLICY:

This policy describes the utilization and maintenance of infrastructure, equipment's and physical facilities. The objectives of this policy are as under:

- To enable the institution to develop new physical infrastructure.
- To utilize the present infrastructure to the optimal level.
- To ensure the use of physical infrastructure and facilities uninterruptedly.
- To ensure proper and timely maintenance of assets and equipments.
- To create sound environment to assist the faculties and office staff to perform their duties.
- To provide state-of-art infrastructure facilities for holistic development of students.

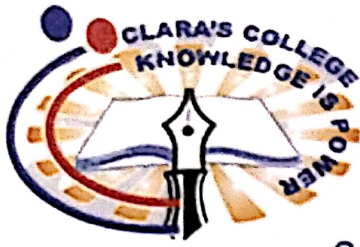
3. APPLICATION OF THE POLICY:

This policy applies to utilization and maintenance of all physical infrastructure owned and operated by the institution. It is for teaching, learning and research for operational or non-operational purpose. The policy includes all norms and standard prescribed by the university to maintain physical infrastructure.

4. COMPUTER AND ICT FACILITY:

(A) UTILISATION:

1. As per the requirement, new computers, printers, laptops, LCD Projectors and other equipments are purchased by the institution.
2. Students are allowed to use the computer lab for attending their lectures of Computer Applications and also for preparing their projects and assignments.
3. Faculty members have access to computers in the IT Lab and in Coordinators Room.
4. Access has been given to teachers and office staff to the Internet and Wi-Fi facility.



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5. Smart Boards and LCD Projectors are available for teachers for effective teaching and learning.
6. Arrangements are made for teachers to conduct lectures online during the Covid period. Zoom Platform is used to deliver online lectures.
7. Software and server is used for office work.
8. A separate room is earmarked for Examination related works with internet facility. A separate software is used for preparing and printing of results of FY and SY Classes.
9. Zoom Platform is subscribed for conducting online conferences, workshops, seminars and webinars.

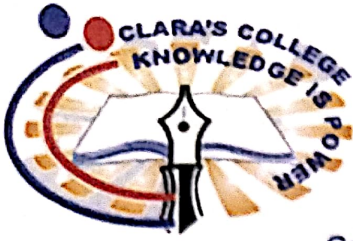
(B) MAINTENANCE:

1. Annual Maintenance Contracts (AMC) are signed with service providers for the maintenance of Computers, LCD Projectors, Website, Server, Firewalls, Copiers, etc.
2. Periodic and regular maintenance of Computers, LCD Projectors, Website, Server, Copiers, is done.
3. Internet and WiFi, Server, etc, are maintained on call, whereas computers, printers, projectors, softwares, etc, are maintained in daily basis.
4. All Computers are installed with latest anti-virus softwares.
5. Apart from IT Teacher, two technical persons are appointed for the regular maintenance of ICT facilities.
6. Regular cleaning of IT Lab is done by the class four employees.
7. The Server and the firewall are covered under the Comprehensive Annual Maintenance contract.

5. COLLEGE LIBRARY:

(A) UTILISATION:

1. College Library is well equipped with Internet, reference and text books, journals and periodicals.
2. KOHA library automation software is used for all housekeeping operations of the library. Bar Coding facility is also available in the library.
3. Access to E-Library and INFLIBNET is provided to teachers as well as students.
4. Book Bank facility is available for needy students. College also apply for the BOOK Bank Scheme of the Department of Students' Development, University of Mumbai.
5. Library is open for all working days from 8.30 am to 5.00 pm.



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6. Books are issued for students for a period of seven days.
7. Library is used by students for reading, for preparing competitive examinations and project assignments.
8. Library Committee organizes webinars and quiz competitions.

(B) MAINTENANCE:

1. Library Committee is constituted for proper planning, utilization, maintenance and development of library.
2. Books and journals are purchased as per requirements and requisitions of the teachers and students.
3. Books are arranged as per accession nos., titles and name of authors for easy access and saving of time.
4. Annual Maintenance Contract (AMC) is done for maintenance of KOHA software.
5. Back up of library data is taken to ensure preservation of all folders and files.
6. Regular pest control is done in order to prevent damage to be caused by insects and pests.
7. Regular dusting and cleaning of library is done by class four employees.

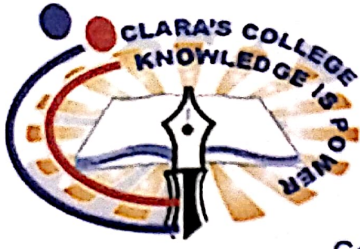
6. PHYSICAL INFRASTRUCTURE:

(A) UTILISATION:

1. Class Rooms are allotted to different courses and classes by the Time Table Committee in consultation with the Principal.
2. Smart Boards and LCD Projectors are installed in class rooms and Wi-Fi facility is provided for conducting offline and also online lectures.
3. Workshops, Seminars, Conferences and Webinars are conducted in IT Lab and in Auditorium.
4. Skill Development and Career Orientation Programmes are organised for the staff and students.
5. Guest lectures and competitions are organised for the students by different departments and committees.
6. Regular college and university exams are conducted as per schedule of college and university.
7. NEET, SET, and other exams are conducted as per schedule given by the respective authority.
8. College Auditorium is used for conducting different activities such as Blood Donation Camp, Cultural activities, Orientation Programmes, Conferences and other programmes.

(B) MAINTENANCE:

1. College building is repaired, coloured and maintained by the CWC Management regularly.
2. As per requirements, Furnitures like tables, chairs, and benches, are purchased by the College Management.



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3. Smart Boards, LCD Projectors, ACs, and fans are repaired and maintained by the service providers and technicians.
4. Furniture like tables, chairs and benches are repaired, if necessary.
5. Class rooms are cleaned and dusted regularly by the class four employees.

7. SPORTS FACILITIES:

(A) UTILISATION:

1. College has a sufficient ground facility available for organising various outdoor games.
2. College Ground is also provided to the District Sports Officer (DSO) and Mumbai University for organising District, University and State level sports activities.
3. College has a well-equipped Gymkhana which is used by the bonafied students of the college.
4. Gymkhana is open from 10.30 am to 1.00 pm. Separate timing is allotted to girl students.
5. Indoor and outdoor games at the college level are planned and executed by the Gymkhana Committee as per college calendar, whereas students participate in district and university level sports as per university schedule.
6. College provide all facilities including travelling and other expenses, to the participating students.

(B) MAINTENANCE:

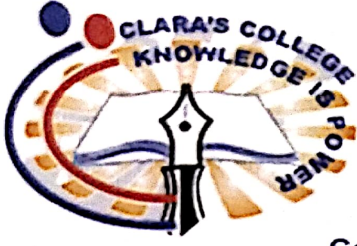
1. New equipments for indoor and outdoor games are purchases with prior permission of the College Management.
2. Consumable sports items for indoor and outdoor games are purchased as per requirement made by the Gymkhana Committee.
3. Ground is levelled and prepared at the time of outdoor sports activities.
4. Equipments in Gymkhana are repaired and maintained as and when required.
5. Ground and Gymkhana is cleaned regularly by the class four employees.

8. ELECTRICAL EQUIPMENTS AND SUPPORTY FACILITIES:

(A) UTILISATION:

The policy includes regular maintenance, repairs, replacement of electrical equipments in case of breakdown. It also includes emergency maintenance on priority basis.

1. Elevator or Lift facility is provided for easy movement and ups and downs.



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2. Lift, wheel chair and ramp facilities are provided for free movement of disabled students and persons.
3. Fire Extinguishers are installed on each floor and in the library and IT Lab.
4. Safety measures are adopted and campus is to be kept clean and dust free.

(B) MAINTENANCE:

1. Full time electrician has been appointed to maintain the electric equipments and to ensure safety in the campus.
2. Regular maintenance and servicing of lift is done by the service provider.
3. Fire Extinguishers are replaced when their due date is expired.
4. Air Conditioners are regularly checked and servicing is done as and when required.
5. Water tank and water coolers are cleaned and maintained regularly.
6. Support staff has been appointed to keep campus clean and dust free on daily basis.

DR. BABITA KANOJIA

IQAC, COORDINATOR

DR. MADHUKAR GITTE

PRINCIPAL

Principal
Claras College of Commerce
Yar' Road, Versova,
Andheri (W), Mumbai-400 061

