

R. D. & S. H. National College & S.W.A. Science College

Off Linking Road, Bandra (W), Mumbai – 400050.

Procedures and Policies for maintaining and utilizing physical, academic and support facilities – laboratory , library , Sports Complex , Computers , Class rooms etc

The college has a Policy and Procedure for usage and maintenance of physical and academic facilities within the campus. Purchase orders are issued for all outsourced purchases. Classroom scheduling, allocation and usage of classrooms are decided by Time-Table committee. Master time-table for classroom instructions is prepared to optimize utilization. Laboratory schedules are decided by the Head of Departments and optimum use of laboratories is taken care of. Library space facilities are extended to all students and staff. The schedule for library is decided by the librarian. Library study room will remain open for additional time during examinations. External users such as Faculty members, research scholars, students and support staff can use the library space with prior permission of the librarian. The Sports Facilities are allocated by Physical Director in consultation with Gymkhana committee and Principal. For computer LCD Projectors, in-house Laboratory Assistants are trained to carry out regular maintenance. They also attend to any computer related routine problems that occur. Audio amplifiers and speakers are operated by an internal support staff. They have been trained to carry out day-today repairs like plumbing, carpentry, etc. Space allocation for academic and Extension activities is done by the Office in Charge /Registrar of the College through a **request form**. College space may be allocated to external users on the basis of need and Principal's approval.

Maintenance Policy:

Routine cleaning, maintenance of classroom and physical space is performed regularly. The outsourced housekeeping agency ensures that the campus is kept clean. Classrooms and washrooms are scrubbed and washed post-working hours with disinfectants, at least thrice a day. Annual maintenance contracts are entered into for maintenance of some specialized equipments / instruments. For maintenance of IT infrastructure, In-House Laboratory Assistants look after replacement and repair requests. In-House Support staff has been trained to carry out day to day repairs like Plumbing, Carpentry, etc. If the problem is major, it is brought to the notice of the Principal. If maintenance/repair of equipment is necessary, Head of department takes care of this. For major maintenance and repair, external technicians are called by head of the department. Proper cost of repair and maintenance is taken from the technician and submitted to the Principal for approval. With necessary permissions from the Principal, the maintenance and repair of equipment is carried out, which includes moving them out of the premises.

The potted plants and trees in the College campus are maintained by the NonTeaching Staff. Each floor has floor peons to check the functioning of doors, windows, LCD projectors, etc. And to switch on/off all electrical points when required. Fire extinguishers have been installed at prominent places on each floor and in all laboratories. Pest control is performed on a regular basis.