Dnyanvardhini Trust's

Sonubhau Baswant College of Arts & Commerce

Naginabhai Vasa Marg, Savroli Road, Shahapur, Dist. Thane-421601 (MS)

(Affiliated to University of Mumbai, Mumbai)

ISO 9001:2015 Certified	**Re-Accredited with B+ by NAAC**
Email: sbcollege123@yahoo.com	**Website: www.sbcshahapur.ac.in**

Ref.No.:

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Policy for Maintenance and Utilization of Physical, Academic and Support Service Facilities.

The need of policy making arises from constant, uninterrupted and smooth functioning of these services and facilities.

Aims

- To achieve optimum utilization of resources and services for the benefit of stakeholders.
- To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
- To prevent misuse and misconduct of resources and services.
- To achieve timely up-gradation, replenishment, repairing and replacement of the resources and services
- To set standardized maintenance and utilization procedures for resources.
- To reduce probabilities of accidents at workplace for ensuring safety.

The Mechanism for Implementation

Day to day maintenance and care is being taken by the administrative office, in consultation with the principal. Local Managing Committee/ College Development Committee monitor overall functioning of facilities and services. The absolute and essential requirements of minor expenses of maintenance or replacement or construction are immediately sanctioned in the meetings. The requirements of large expenses are sent to the executive committee for prior approval and funding.

Following activities are undertaken on regular basis:

Computer Maintenance

Computer Hardware maintenance is carried out through annual maintenance contract given to an external agency viz. Yash Computers, Shahapur. In addition, faculty and staff members of B. Sc. IT help in maintaining the computer systems.

Reprographic Machines

The services of RICHO India Ltd., Andheri, Mumbai are hired for the maintenance of reprographic machines.

CCTV
The services of Zen Technology System, Malad, Mumbai are hired for the maintenance of CCTV

Equipments and Peripherals

Equipments and Peripherals are maintained as and when required. Help is also sought from external agencies. The supervisor, appointed by the management, periodically monitors the infrastructural maintenance.

College premises are utilized continuously for the whole day. As we have Commerce, Arts and B.Sc.-IT classes conducted in the morning. In the afternoon self-financing courses i.e. B.Com. with Banking and Insurance, B. Com. in Accounting and Finance, Masters in the subjects of History, Economics, Marathi, Hindi and English classes are conducted.

Outsiders pursuing higher studies and competitive exams like M.P.S.C. / U.P.S.C.,SET/NET, Examinations are allowed to make extensive use of our library facilities on all the working days. Thus, the institute makes optimal use of all the available resources throughout the year.

General measures for optimal utilization

- Departments and office staff take care of resources made available to them.
- Institution takes care for proper use of infrastructure facilities.
- The staff from IT Dept. looks after ICT facilities. For major problems, the college has AMC with the local service provider.
- The supporting staff having technical and mechanical skills looks after the day to day maintenance of infrastructure.
- Fire extinguishers are placed at appropriate places, and they are refilled from time to time.
- An external electrician takes care of electric fitting and wiring whenever needed.
- For drinking water supply, the college has installed water purifiers and coolers which are maintained by the supporting staff.