

Version history : Version 1

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## Infrastructure policy

SIES College of Arts, Science and Commerce, established in 1960, is located in the heart of Mumbai city. All efforts are taken to make optimum utilization of physical, academic and support facilities. The physical infrastructure of the college consists of classrooms, laboratories, library, gymkhana, canteen, academic staff centre, PhD centres, office room, department spaces, virtual room, board room, seminar hall, gents and ladies restrooms, elevator, herbal garden etc. The college management undertakes augmentation and maintenance of facilities by adopting a centralized purchase process on the basis of the revenue and capital budget prepared for each academic year.

### Purchase Policy

Purchases cover the infrastructural requirements of classrooms, laboratories, library, office, gymkhana, canteen, Information Technology (IT) services and Ph.D. centres. In the month of January all departments, office, library, laboratory, academic staff centre and gymkhana submit their capital and revenue requirements for the next academic year to the principal. On the basis of approval of the budget by the management, the central purchase department calls for the quotations specifying terms and conditions and places the order. Upon receipt of delivery all invoices are forwarded to the Accounts Department for the final settlement with Purchase order (PO) and Good Receipt Note (GRN). An entry is then made in the Stock/Asset Register.

### Utilization :

#### Classroom-

- Classrooms are allocated for regular lectures by the timetable committee. Booking of rooms for events/ lectures other than regular lectures are done via link provided/ request to timetable committee.
- Classrooms and other spaces are rented out to other institutes/ organizations for academic and non academic activities after regular lecture hours or on Sundays with the approval of the principal. The record is maintained by the college office.
- In case of online lectures, a separate time-table for conducting lectures is provided by the committee.

#### Laboratory-

- The usage of laboratories is monitored by the department heads/ faculties assigned and stock registers for equipment is maintained.
- Purchase of laboratory equipment is recorded in the department stock registers. Laboratory Assistants supervise the utilization of the equipment by students and update the stock register.
- Utilization of IT equipment in the laboratory is monitored by the respective departments.

#### Academic Staff Centre :

- Arts and Commerce faculties are provided with cabins in the Academic staff centre, equipped with IT facilities.
- It also gives access to a common pantry and gents and ladies restrooms for all staff.
- The Staff room secretary, along with two attendants supervises events organized for the staff.
- Students have access to the Academic staff centre to discuss any academic issues and activities to be organized with respective department teachers.

#### Library-

- The library has an Online Public Access Catalog (OPAC) that can be accessed from the college website, a modern air-conditioned reading hall and internet browsing facility. It provides open access to all and circulation is integrated with RFID and Biometric facilities. Orientation sessions are conducted and books are displayed to ensure maximum utilization of resources. The library also issues books that aid in preparation for various competitive exams.
- Book covers of new additions are displayed as screen savers.
- Students' feedback is sought regularly and they are encouraged to provide suggestions for purchase of books and journals.

Ph.D. Centre : Students registered for Ph D under various departments of Science and Humanities use the PhD centre facility.

#### Auditorium

- The college office maintains a record of booking of the fully equipped auditorium for events and boardroom for conduct of various meetings, national and international seminars.

#### Gymkhana

- Gymkhana is open for students from 8.30 am – 5 pm. Students are issued Gymkhana cards. A Sports Director is appointed to facilitate students' training and gymkhana activities. College appoints coaches to train for various games and rents a ground for outdoor sport activities.

#### Information Technology-

- IT support services are hired for administrative and admission work.

- Staff members are provided with individual Institutional email ID for official communication.
- Wi Fi facility and devices are provided in the classrooms and to the departments as per the requirement.
- Enrolled students are provided with institutional IDs to attend regular online lectures by the IT Assistant. Non-academic and co-curricular activities are also conducted online.
- Display screen is available on some floors to display important messages to students.

#### Canteen

- The college canteen is available to the students and staff in regular working hours.
- The canteen committee reports about the hygiene and cleanliness maintained in the canteen and addresses grievances of canteen users, if any.

#### Maintenance :

The institution submits an annual budget for its maintenance requirements. Regular maintenance is carried out by signing contracts with outside agencies for electronic and electrical equipments, air conditioners, CCTVs, computers and printers, elevator, Internet and website, pest control, telephone, water coolers, fire extinguishers and photocopiers. These contracts are renewed annually/ monthly and payment records are maintained by the college office. Electrical, plumbing and carpentry requirements are met with the help of on-call facility available. Any major repairs are separately taken care of by the management in their Capital Budget (CAPEX).

The Maintenance committee, Gymkhana committee, Canteen committee facilitate the maintenance of campus infrastructure, gymkhana equipments and canteen services, respectively. The Housekeeping, Gardener and Security services hired by the college assist in keeping the college clean, green and safe.

#### Classroom:

- The Maintenance committee monitors the classroom requirements from time to time and reports to the college administration.
- An on-call carpenter is hired to repair any furniture in the classrooms.
- Housekeeping service is hired to ensure the cleanliness and hygiene of the classrooms, corridors, rest rooms for boys and girls, and other places in the college premises.

#### Laboratory:

- Laboratory Assistants supervise and maintain the Laboratory and its equipments along with laboratory attendants.
- The Housekeeping ensures the cleanliness and hygiene of the laboratory.
- Any equipment for repair as identified by the Laboratory Assistants at regular intervals, is repaired and reused.

- A Departmental condemnation committee identifies and records old and non usable equipment for disposal.
- Solid, liquid, and biomedical Laboratory waste are segregated and appropriately disposed. E waste is disposed through competent agencies.
- Fire extinguishers are refilled and maintained regularly. Annual fire safety drill is conducted for support staff of the college.

#### Academic Staff Centre :

- Humanities departments located in the Academic staff centre convey their infrastructural requirements to the principal .
- The Staff room secretary supervises the maintenance of the centre along with two attendants.
- The Housekeeping ensures the cleanliness and hygiene of the centre.

#### Library:

- The Library committee, on the basis of suggestions received from teaching faculty purchases/subscribes books, journals and any other reading resources.
- Annual physical stock-taking is done in order to maintain an up-to-date collection. Weeding of books is carried out with the approval of the Principal.
- Regular pest control, house-keeping services and other service contracts ensure that the ambience is maintained.

#### Ph.D. Centre:

- For science departments, Ph.D centres are maintained by respective departments (UG/PG Labs).
- For Humanities, departments facilitate the respective Phd centre's requirements.

#### Auditorium:

- Annual contracts are given to maintain the air-conditioners, other electrical and audio-visual equipments of the auditorium in working condition.
- An on-call carpenter is hired to upkeep the furniture in the auditoriums.
- A technical assistant ensures the smooth functioning of IT facilities in the auditorium and virtual classroom..
- The Housekeeping ensures cleanliness and hygiene of the auditorium.

#### Gymkhana:

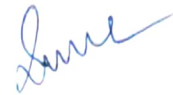
- The Sports Director and the Gymkhana staff monitor the gymkhana premises and equipments.
- Gymkhana committee consisting of teachers and students assist in the conduct various sports activities, indoor and outdoor events and conduct of Annual Sports Day.
- The Gymkhana condemnation committee periodically prepares a condemnation report and discards old sports equipment.

Information Technology:

- A technical assistant ensures the smooth functioning of computers and network facility in the college premises.
- The college website is created and maintained by internal faculty. It is updated by the website committee regularly under the supervision of the central IT in-charge.
- An on-call computer engineer is made available to attend to all IT related issues.

Canteen:

- A contract is given to an outside agency to provide canteen services in the college premises for staff and students. Infrastructure of the canteen premises is maintained by the management.



PRINCIPAL  
(Dr. Uma M Shankar)

