

Tolani College of Commerce, Andheri (East), Mumbai- 400 093

(Affiliated to University of Mumbai)

College NAAC Code No. MHCOGN10577

AQAR 2018-2019

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has well defined procedures and policies for maintenance and utilization of physical, academic and support facilities. At the beginning of every academic year orientation sessions are conducted for the learners of first year alongwith their parents. This platform is used to create awareness about facilities of the College and Do's and Don't with respect to the use of the facilities.

Wherever applicable the College has entered into AMC for certain facilities staff have been hired for maintaining.

The College has a facilities manager who looks into daily maintenance of fixtures, furniture and needs. A register is maintained to take prompt action in case of any complaint. College staff can also send a mail to facilities@tcc.tolani.edu for maintenance issues.

Computer Lab: Since it is a single faculty Commerce College there are no Science laboratories. The College has four air-conditioned computer labs having 30 systems each. Out of the four labs two labs are consisting of 60 standalone systems are dedicated to the B.Sc. in Information Technology program offered by the College. The College has hired technical support for the maintenance of all the four labs. A booking system is in place for laptops and portable projectors.

For maintenance of the facilities following arrangements have been made:

The College has also annual maintenance contract for the Servers and air-conditioners.

The College also has installed robust antivirus MacAfee and Fortigate Firewall device for the prevention of hacking and security purpose.

A lab schedule is prepared and when the labs are free learners are encouraged and allowed to use them for their project work.

Library: The College has a well-equipped partially digitalized library. SLIM 21 Software is used and AMC has been entered into for the maintenance of this software. To keep the library pest free a College also undertakes Pest Control measures. Library maintains a register to record the number of walk-ins. Bay guides are provided at the entrance and on the book shelves to help users locate the required resources.

Sports facilities: The Physical Education Instructor conducts an orientation session for creating awareness and encouraging learners to enrol for different sports.

Tolani College of Commerce, Andheri (East), Mumbai- 400 093

(Affiliated to University of Mumbai)

College NAAC Code No. MHCOGN10577

AQAR 2018-2019

There is a well-equipped gymnasium with thread mill, cardio, etc. it is ensured that gymnasium equipment are well maintained. Instructions including dos and dont's are displayed outside the gymnasium.

The College has the state of the art Rifle Shooting Range of International Standards and weapons for which the College incurs expenditure every year.

Registers are maintained for users to record the use of the facilities and there are separate timings for boys, girls and staff.

Classrooms: The College has 26 classrooms and that are well maintained and are connected by LAN. All of them have provisions for mic. 6 classrooms have mounted LCD projector that require regular maintenance. Desks and benches also come up for repair regularly. The lecture timings for first year classes of three programmes are staggered to ensure optimum use of the available classrooms.

Auditorium and Audio Visual Room: A booking system is also in place for the use of Auditorium and Audio Visual room.

Washrooms: Adequate no. of washrooms for girls and boys has been provided. Additional housekeeping staff hired through a contractor for upkeep of premises including the washrooms.

Within and outside the compound wall of the campus there are flower beds. Gardener has been hired for watering and nurturing of the shrubs, plants and trees.

Water purifiers: Water coolers have been installed on all the floors for providing safe drinking water to the learners and staff. They are under AMC.

Surveillance: There are CCTV cameras deployed on all floors for 24X7 surveillance of the campus. Other than this faculty members also take rounds by turn to maintain discipline.

The College has 45 numbers of Fire Extinguishers and it is refilled once in a year.

In a phased manner bulb and tube lights have been replaced by energy saving LED Lights. Every year some expenditure is incurred for replacement of lights and ceiling fans.

Digital platform such as WhatsApp Groups, Gmail platform and the College website help in minimizing information asymmetry. The messages shared are strictly supervised. This also helps in minimizing the use of paper for communication.