



Knowledge is Supreme

Tolani College of Commerce

(Sponsored and Managed by Tolani Education Society, Mumbai - 400021)
(Recognised Linguistic (Sindhi) Minority Institution, Affiliated to University of Mumbai)

Re-Accredited (3rd Cycle) by N.A.A.C. with 'A' Grade (CGPA 3.03)

150-151, SHER-E-PUNJAB SOCIETY,
GURU GOBIND SINGH ROAD,
ANDHERI (EAST), MUMBAI-400 093.

Tel. : (022) 6153 5455
Fax : (022) 6153 5456
E-mail : tcc@tolani.edu
Website : tcc.tolani.edu

College NAAC Code No. MHC0GN10577
AQAR 2020-2021

4.4 – Maintenance of Campus Infrastructure

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

The College has well defined mechanism for maintenance and utilization of physical resources as indicated below:

Housekeeping:

The College has entered into a contract for housekeeping staff and a gardener. Upkeep of the campus and facilities and maintenance of the flower beds are the responsibilities of the staff.

A register is maintained to take prompt action in case of any complaint.

Classrooms:

The timetable ensures that classrooms are available for the lectures. Timings of few programs are staggered to ensure availability of classrooms. Based on requirements of faculty members classrooms with mounted projectors and the audio visual room are allocated for lectures.

Computer Labs:

- Technical support has been hired for maintenance of all the four labs.
- A booking system is in place for:
 - laptops and portable projectors
 - Audio Visual Room and Auditorium
- McAfee antivirus has been installed.
- Six servers are under AMC.
- Fortigate firewall has also been installed.



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For replacement and purchase of additional equipment the College has constituted a Purchase Committee as prescribed by the affiliating university.

Library:

- The College has duly constituted a Library Advisory Committee (LAC), which has student representatives from the aided and self financing sections.
- The LAC:
 - Approves the annual library budget
 - Reviews the utilisation of the budget at regular intervals
 - Approves purchase of equipment for replacement or as new requirements.
- To enhance the library resources:
 - Faculty members including visiting faculty recommend text and non-text books for the courses taught by them
 - Faculty members recommend journals and periodicals for subscription
 - Learners can also recommend books and other reading material
 - The Library proactively also gets latest editions and new volumes of books for approval from suppliers
- Maintenance of the library resources:
 - AMC for the SLIM21 Software
 - Pest control at regular intervals
 - Physical stock taking annually during vacations
- Utilization of library resources:
 - In the beginning of the academic year, library orientation sessions for the learners of the first year UG and PG programs are conducted by the Librarian to
 - Create awareness about the library resources
 - Familiarize learners with the Do's and Dont's w.r.t. the use of library resources and the Reading Hall
 - 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.
 - Open access to the shelves in the library
 - Display of jackets of new arrivals
 - Display of books on occasions such as Independence Day, Republic Day, Marathi Bhasha Diwas, World Environment Day



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Sports facilities:

- The College has duly constituted the Gymkhana Committee.
- Maintenance:
 - AMCs for the equipment and weapons
- Utilization:
 - In the beginning of the academic year, Sports orientation sessions for the learners of the first year UG and PG programs are conducted by the Physical Education Instructor to:
 - Create awareness about the sports facilities
 - Familiarize learners with the Do's and Dont's w.r.t. the use of sports facilities.

Student representatives are proactive in ensuring that all issues are brought to the notice of the concerned authorities at the earliest and matters are resolved.