

**Tolani College of Commerce, Andheri (East), Mumbai - 400 093**  
**(Affiliated to University of Mumbai)**  
**College NAAC Code No. MHCOGN10577**  
**AQAR 2019-2020**

**4.4 – Maintenance of Campus Infrastructure**

**4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)**

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.

Facilities Manager: 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](mailto:facilities@tcc.tolani.edu) for maintenance issues.

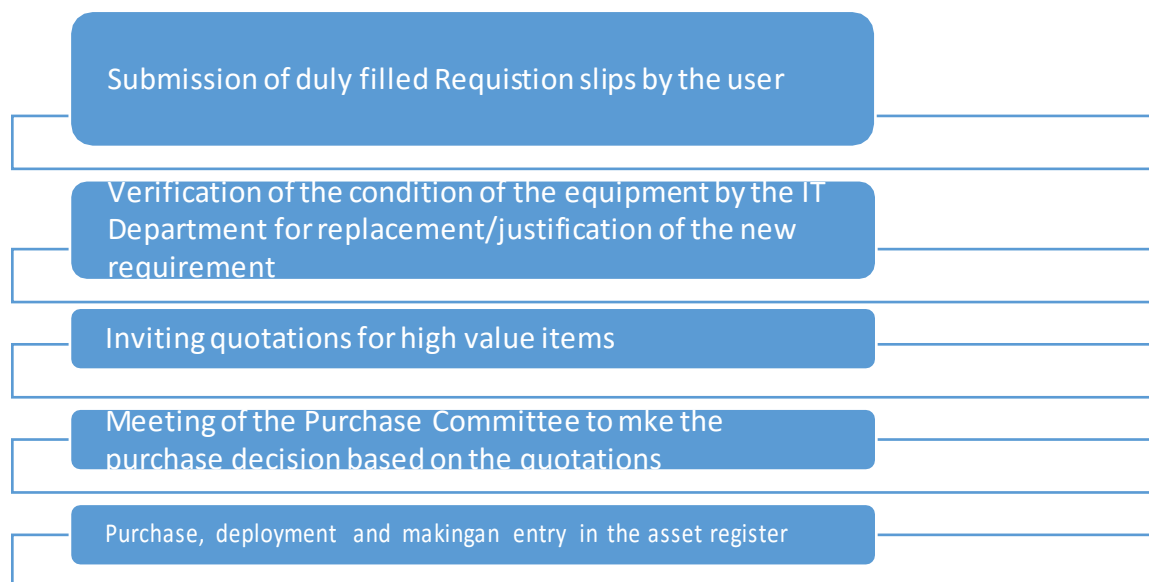
Computer Labs:

Maintenance:

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

Replacement and purchase of additional equipment: The College has constituted a Purchase Committee as prescribed by the affiliating university.

The procedure for replacement/purchase of additional equipment is:



#### 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:

- AMC for the Slim21 Software
- Pest control at regular intervals
- Physical stock taking annually during vacations

#### Utilization:

- 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
- OPAC
- Display of jackets of new arrivals
- Display of books on occasions such as Independence Day, Republic Day, Marathi Bhasha Diwas, World Environment Day etc.

Sports facilities: The College has duly constituted the Gymkhana Committee. The College has a well-equipped gymnasium and a Rifle Shooting Range. Facilities for indoor sports include: Boxing kits, Judo Mats, Archery, Carom and Table Tennis

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 the facilities
  - Encourage learners to enrol for coaching
- Registers are maintained for users to record the use of the facilities
- Free coaching for shooting, boxing, judo and archery
- Do's and Don'ts are displayed outside the gymnasium
- Gymnasium is offered free of cost to girl students and staff

- Separate timings are earmarked for the use of the gymnasium for girl students and staff
- Waiver of tuition fees for learners winning medals at the state and national level competitions

Classrooms: The College has 26 classrooms, 1 Audio Visual Room and 1 Auditorium, which are connected by LAN. Desks and benches are replaced/repared as and when required.

The timings of some of the programs are staggered to ensure optimum use of the rooms.

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

Adequate number of washrooms are there for girls and boys. For drinking water, purifiers are provided on all floors and AMCs are in place for the maintenance of:

- Water purifiers
- Airconditioners
- The College has 44 numbers of Fire Extinguishers and they are refilled once in a year.