



SREE NARAYANA GURU COLLEGE OF COMMERCE

RE-ACCREDITED BY NAAC (GRADE-'B'-CGPA 2.45) [2019-2024]
(PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI & RECOGNISED BY UGC-u/s 2(f)&12B)
MANAGED BY SREE NARAYANA MANDIRA SAMITI (REGD.)

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Maintenance of Physical and Academic Facilities Policy

1. Facility Management:

- College has Annual Maintenance Contract with outside agency for regular service of and maintenance of computers and other infrastructure facilities.
- Appointment of regular cleaning staff for upkeep of building infrastructure.
- Designated committee for infrastructure maintenance is responsible for overseeing maintenance, repairs, and general upkeep of physical facilities.
- Regular inspections and assessments to identify any issues or maintenance requirements.
- Development of a preventive maintenance schedule to ensure ongoing functionality and safety of facilities.
- Clear procedures for reporting maintenance issues or requesting repairs.

2. Computer Labs:

- Guidelines for the use of computer labs, including operating hours and access control measures.
- Policies regarding the installation and removal of software and hardware.
- Security measures to protect computer systems and data.
- Procedures for regular maintenance, software updates, and addressing technical issues.
- Reservation system for scheduling computer lab usage.

3. Classrooms:

- Allocation and scheduling of classrooms for various programs and academic activities.
- Guidelines for classroom usage, including rules on cleanliness, equipment usage, and behavior.
- Regular inspection of classrooms to ensure they are well-maintained and equipped.
- Procedures for reporting any issues with classroom facilities or equipment.

4. Sports Grounds and Facilities:

- Policies regarding the scheduling and usage of sports grounds for practices, matches, etc. Separate room for indoor games such as chess, carrom, table tennis, etc., the cleaning staff cleans it on regular basis.
- Maintenance and upkeep of sports facilities, including regular inspections and repairs.
- Safety guidelines for using sports equipment and facilities.
- Procedures for reserving sports facilities and reporting any maintenance or safety concerns.

5. Inventory Management:

- Inventory tracking and management system for equipment and resources in various facilities.
- Procedures for reporting damaged items and requesting for repairment or replacements.

Regular update on the maintenance of various facilities is reported to Principal and Management by the designated committee.

[Signature]

Principal

Sree Narayana Guru
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