



Patuck Polytechnic Trust's (Estd. 1932)

PATUCK-GALA COLLEGE OF COMMERCE & MANAGEMENT

(Affiliated to University of Mumbai vide letter No. Aff/Recog/372/dt. 12-08-02)

Re-accredited with B++ grade by NAAC (2.77 CGPA)

POLICY DOCUMENT OF OPTIMUM UTILIZATION AND MAINTENANCE OF CAMPUS FACILITIES

Patuck campus is located at Vakola, Santacruz (E) having an area of 8591.3 sq.mts. The Management of the College takes utmost care in utilization and maintenance of campus facilities. The College premise includes third, fourth and fifth floors of the College building and from first floor to fifth floor of the Workshop building. The policy details of systems and procedures is laid down as under:

1. Computer Laboratory

The computer labs are used by students for practicals, projects and assignments. There are computer lab assistants who maintain a record of the facility usage, hardware and software. In case of any technical issues, it is reported to the IT team to fix it. Once in every month, the systems are cleaned inside out. An entry register is maintained to know the students footfall. A proper record is maintained of the systems in terms of its configuration and softwares installed. Good air-conditioning and UPS are provided in the labs for its effective functioning. The computer lab facility is available for the students from 7 am to 3 pm. In case of students' requests, it is made available even beyond the regular hours. The teachers and administration staff can also use the facility for any academic/ administrative work which does not require any confidentiality. The lab is also used for any workshops that require hands-on experience.

2. Library

The library is located on the fifth floor of the College building. Adjacent to the library, we have a reading room. The total area for the library facility is 1795 sq.ft. and 125 users can be accommodated in the library at a time. The library timings are 7:30 am to 3:30 pm. An entry register is maintained to know the students and teachers footfall in the library. An issue counter is manned by a Library Attendant and the library is maintained properly by our College Librarian. A designated peon does the cleaning of the library premise, the bookcases, the books and the computers. Our IT team takes care of the IT requirements of the library. The library facility is open to the students even during public holidays. The facility is also made available to alumni students, senior citizens, and to the people in locality who are enthusiastic readers.

3. Sports facility

The College has two spacious playgrounds, one at the rear side and the other at the hind side. But the playgrounds have sufficient greenery in its periphery. This greener is maintained by our gardener. The cleaning and maintenance of the two playgrounds is undertaken by two support staff. Recently, a turf facility is commenced at the rear side of the playground, where the students play football and cricket.

The rear side of the playground is used for playing kabaddi and kho-kho. We celebrate our national festivals on the rear ground. The hind playground is used for playing





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volleyball, football, throwball, box cricket, etc. the playing on both the grounds is supervised by our Sports Director. Our College also has a sports room for boys and girls separately. The area of both the sports room is 1296 sq.ft. each. Carrom, table tennis, and chess are played in the sports room, supervised by our Sports Director. An entry register is maintained to understand the utility of the sports room. The cleaning of the sports room is done by a designated peon and maintained properly by the Sports Committee. The students using any sports equipments deposit their ID-card with the members of the Sports Committee and on return of the equipments, the students ID-cards are given back. A record of sports inventory is maintained by the Sports Director. The timing of the sports room is from 10 am till 12.30 pm or beyond that as per the students requirement and practice sessions.

4. Computers

The computers are used by the students in the computer labs for practicals, IT related workshops, projects and assignments. The computers in the library are used by students for academic referencing. Also, the computers in the library are used by library staff for library administration. The computers are also used by administrative staff for administrative work. The teachers use computers in the staff room and staff cabins. In case of any non-confidential matters, the teachers may use the computers at the computer labs. All the computers are properly cleaned and maintained by our IT team. We have a centralized server at the fifth floor of the workshop building, where the administration of the computer facility is undertaken.

5. Classrooms

The College uses 16 classrooms in all. All these classrooms include seven small classrooms and nine big classrooms. The teachers deliver their lectures to the students in these classrooms. Every classroom has ICT facility, which is periodically maintained by our IT team. The classrooms are regularly cleaned by our support staff. The timing of classroom utilization is from 7.15 am to 12.30 pm. The classrooms are occasionally used to conduct some students events when no lectures are scheduled in the class.

6. Principal's office & Administrative office

Principal's office and Administrative office are cleaned and maintained regularly. A computer and printer are provided which is maintained by the IT team. The Administrative office has five team members. The office is regularly cleaned by a designated peon and the computers and printers are maintained by the IT team. The area of the Principal's office & Administrative office is 416 sq.ft. and 663 sq.ft. respectively.





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7. Staff room and staff cabins

The staff room is having a size of 456.5 sq.ft. The teachers occupy their respective desks during their break time and during non-lecture hours. The teachers are given lockers for safety and security of their belongings, for which they have their own keys. There are five staff cabins where each staff member has their own workstation. The area of the staff cabins is 327.54 sq.ft. each. The cleaning of the staff room and staff cabins is done by the designated support staff every day and proper maintenance of the staff room and the staff cabin is the responsibility of the Staff Secretary. The computers in the staff room and staff cabins are maintained by the IT team.

8. Conference room

The conference room is situated on the fifth floor of the College building. The size of the conference room is approximately 800 sq.ft. having a seating capacity of 80 persons. The conference room is used to conduct events that have smaller audiences like seminars, workshops, co-curricular competitions, extension activities, and for any practice for students related to co-curricular and extra-curricular activities. The conference room is regularly cleaned by our support staff and its maintenance is taken care of by our administrative staff. The conference room is provided on the basis of the requirements of any concerned Department or Committee to conduct any activities for staff and students.

9. Auditorium

The campus has a huge auditorium with 500 persons seating capacity having an area of 5702.8 sq.ft. The auditorium is used for staff and students events having larger audiences during the times of seminars, conferences, felicitation programs, celebrations, movie screenings, fun fair, and cultural practice for students. The auditorium is cleaned by the support staff. The booking of the auditorium is directly managed by the Chairman of the Trust.

10. Electricity facility

The College gets its power supply from Adani electricity and has five meters. One of the three meters includes a connection to solar energy generated at the campus. The other two meters are used for power supply in the auditorium and for turf facility.

We have appointed an electrician on contract basis to look into the electricity facility of the entire campus. Every month, the electrician takes a stock of electric fittings on the campus and ensures its proper maintenance.

11. Water facility

The campus receives water supply facility from BMC. The support staff ensures that BMC water supply is reached to the water tanks in our campus. Our campus has 17





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water tanks including the earmarking for the fire disaster. All the water tanks are properly numbered. There is drinking water facility for students on the third floor and fourth floor of the College building. This facility is covered under AMC. A water filter-cum-cooler is installed for teachers in the staff room for the staff members.

12. ICT facility

Our College has ICT facility for teaching learning process. All the 16 classrooms are ICT enabled. The cleaning and maintenance of this is the responsibility of our IT team. We have a centralized server at the fifth floor of the workshop building, where the administration of the ICT facility is undertaken.

13. Disaster management facility

The campus is safety compliant. We have all safety equipments installed that ensures safety and security of our staff and property during any emergency situations/ disasters. Every floor has a floor map, fire extinguishers, hose pipes and a manual gong. Sand buckets are installed at ground level. We have necessary indicators to assist the people in the campus helping during such situations. The timely refilling of fire extinguishers is taken up. The fire extinguishers are used to conduct mock drills for the students and staff in the campus.

14. Canteen facility

The canteen facility is available in the campus. The staff members and students in the campus use the canteen facility for food and refreshments at subsidized rates. Canteen contract is given to a third party that takes care of its cleanliness and maintenance. Our College has a Canteen Committee that coordinates for effective services by the canteen.



Dr. Meeta Pathade

I/C Principal

I/c Principal

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