

SYSTEMS AND PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC, AND SUPPORT FACILITIES

The institute has established systems and procedures for maintaining and utilizing physical, academic, and support facilities such as laboratories, sports complexes, computers, classrooms, etc. The respective departments maintain physical, academic, and support facilities with the help of in-house staff daily and periodically. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition.

POLICY DETAILS:

- **Maintenance**

- In every academic year, an adequate budget is sanctioned by the management of the college to ensure the maintenance and up-gradation of various facilities in the classrooms, laboratories, library, etc.
- The college takes into account the need for repair and replacement of furniture and other equipment available on the campus.

- **Facilities**

- TEI has an 'Annual Maintenance Contract' (AMC) for various facilities such as Water filters, Housekeeping facilities, Waste management, CCTV, and Air conditioning units and required repair in infrastructure facilities such as classrooms, toilets, and staircases regularly.

- **Academic**

- The College has a well-defined system in place for the maintenance and utilization of all its academic facilities. The classrooms are well equipped with all modern technology like the projector and sound systems. CCTVs are installed in each classroom to make sure of the safety and security of all students, teachers, and equipment. Annual Maintenance of all the modern teaching technology systems about repairs and replacements are the basic attributes of classroom management.

- **Library**

- For the overall smooth functioning of the library, well-defined standard procedures of the working of the library are communicated that serve its patrons for information requirements. Students are required to handle the books/journals very carefully; marking with a pencil; writing or highlighting, tearing the pages, or

mutilating the same in any other way will be viewed very seriously.

- **Computers**

→ Computers & Software Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure. Annual maintenance for computers, Printers, and software are in place.

- **Sports**


→ TEI looks after maintaining the sports ground and sports equipment and organizes various indoor and outdoor sports competitions for students at intra and inter-collegiate levels. Safety equipment and sports gear are properly maintained.

- **Other Facilities:**

- Washroom Facilities

The college campus is maintained by the TEI which looks after general cleanliness, and support facilities like safe drinking water, waste management, washrooms, plumbing and water tank, etc. are maintained daily.

- Cultural Facilities: TEI conducts various cultural activities such as Traditional Day Celebration, Independence Day Celebration, Republic Day Celebration, and many more for the students along with the alumni association.
- Canteen Facilities: TEI has all-around canteen facilities on campus for staff and students that ensure that the canteen maintains strict standards for hygiene and cleanliness and provides healthy and nutritious food to all at a reasonable price.


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NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI, RECOGNISED BY NCTE

ACCREDITED BY NAAC WITH B+ (1ST CYCLE)

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