

**GANDHI SHIKSHAN BHAVAN'S
SMT. SURAJBA COLLEGE OF EDUCATION
JUHU ROAD (NORTH), MUMBAI-400049**

**PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING
PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

The Management of Gandhi Shikshan Bhavan's Smt Surajba College of Education continuously strives to meet the growing needs of the institution in the twenty first century academic world and works in tandem with the purchase Committee, making available adequate physical infrastructure and constantly upgrading facilities, in order to provide a good teaching learning environment. The purchase Committee also ensures that the developmental activities consider the extra-curricular requirements of the students. The committee convenes regular meetings across the academic year, to assess the infrastructural facilities and requirements. Suggestions are taken from students, faculty members and staff members. Suggestions are placed before principal through council members then forwarded to the purchase committee. Purchase committee approves the suggestion and quotations are asked from different vendors. As per quality requirements and budget, final orders are placed with the right vendor/s. Policies. The academic programme of the College is from July to May. The maintenance work in the college takes place during the summer vacation. The computer systems, biometrics attendance machines are maintained under annual maintenance contracts. Anti-virus /Anti Malware software are installed and are kept updated. All systems are connected with UPS, providing uninterrupted power supply to avoid hardware and software problems. Faculty and Students Entry in the library is permitted only with the ID card which is non-transferable. Institution follows the Gandhian Philosophy of fulfilling all the growing needs of the institution keeping in mind that resources are not wasted but are optimally utilized.


PRINCIPAL

**Gandhi Shikshan Bhavan's
Smt. Surajba College of Education
Juhu Road, (North), Juhu, Mumbai - 400 049.**