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

Describe policy details of systems and procedures for maintaining and utilizing
Physical, Academic and Support facilities for the year 2020-2021

Gandhi Shikshan Bhavan's Smt. Surajba College of Education is well equipped with all facilities needed for best learning environment.

College has all essential exclusively owned infrastructure like Lecture Hall, Method Rooms, Psychology Lab, Computer lab (37 Computers with Internet) Library with Reading room, Teaching Aids room, Seminar Hall, Conference room, Principal's Office and College Administrative Office, Student's Common Room.

Following systems are in place for smooth functioning and maintenance of facilities.

1. Purchase Committee reviews the need and plans purchasing for any instrument, equipment or furniture.
2. Facilities are shared with colleges (Memorandum of Understanding is signed) like books and scanned information from Library, organisation of the programmes, Seminars.
3. Library Advisory Committee guides and helps the Librarian to frame library rules and regulations for proper functioning and service improvement. Learning resource like Books, Journals, Online data base etc., are added after a rigorous scrutiny by the subject teachers. Vendors are chosen based on their response to the queries, availability of books and adherence to the terms and conditions. Cupboards and shelves are numbered and labelled subject wise and books are arranged in classified manner for easy access. Library offers open access to boost reading habit in students. To prevent loss or damage of printed periodicals annually bound volumes are made.
4. Library is automated with SOUL software.. Journal Indexing facility offered by library, creates Current Awareness about on-going research published in Printed Journals. Newly added books are displayed on OPAC to attract readers' attention. Question Papers, NLIST and various Open Access E-resources are made available through library webpage and library blog to ensure 24/7 access. Individual user IDs and Passwords for NLIST ensures anytime anywhere access to subscribed databases. Orientation programs and hands-on trainings are provided to users for effective utilisation of physical and electronic resources available through library.
5. Book bank facility is made available for all students with special reference to needy students. In pandemic period Library developed Book Bank facility, Library created Google class to share knowledge. Library started to mail scanned documents as per requirement. Librarian organised online session to Ph.D students and College students for research purpose and inculcating reading habits among students.
6. Pest control for the College Building and Library is done regularly.
7. CCTV Cameras are installed in the College Building and Library as one of the safety measure.


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8. AMC for Water Purifier, AC, Computers is paid annually to concerned external agencies.
9. Maintenance for Electrical work, Carpentering work, plumbing work, Printers, CCTV, Projectors, Barcoding and biometric system is opted through on call facility.
10. Regular updating of Anti-virus software ensures the safety of all computers from data theft and virus attacks.
11. Regular cleaning is done by sweeper.
12. Free Fire solution is installed 4 places in the premises
13. Tally used for accounting purpose and to keep financial transactions including purchase and infrastructure.
14. Class Rooms are equipped with necessary ICT tools which are utilized as per the time table.



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