



Bombay Bunts Association's
BUNTS COLLEGE OF HIGHER EDUCATION (NIGHT COLLEGE)

'Bunts Centre', Plot No. 42, Sector 24, Off. Gaondevi Chowk, Juinagar (W), Near Bharat Petrol Pump, Navi Mumbai – 400706.
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Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college is committed to provide required and sufficient infrastructural facilities for the smooth conduct of curricular, co- curricular and extracurricular activities on campus. The college administration has been very keen and has made concerted efforts for creation, enhancement and maintenance of infrastructure during the year to keep pace with the academic growth of the college and challenges set ahead of higher education. Some of the features of the policy adopted by the college for infrastructural development are as follows:



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- To collect reports on infrastructural needs from all HODs, Chairmen of support services like library, gymkhana.
- To constitute building and maintenance committee to look after infrastructure development and monitor the same through CDC and IQAC.
- To make planning for short and long term infrastructural requirements and adhere with the same for effective execution.
- To create/enhance infrastructure on priority basis to support the institutional goal of imparting quality education and promote teaching learning environment.
- Allocation of maximum resources for infrastructural development.
- Optimum utilization of the existing infrastructure for curricular, co-curricular and extracurricular activities.

The college takes sincere effort to keep available infrastructure in line with its academic growth. Timely actions are taken to develop/argument physical and technical infrastructural facilities for effective implementation of curricular, co-curricular and extra-curricular activities.

The college has a separate Building and Maintenance Committee which looks after the infrastructural needs in the purview of academic growth of the college.

The college optimally utilize the infrastructure by systematic planning and effective execution of academic, curricular, co-curricular and extracurricular activities. Classroom, administrative office, library and gymkhana along with sports equipment are judiciously utilized considering the yearly calendar of events and class and activity-wise strength of the students.




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✓ **Maintenance of Library Facilities:**

Pest control is done on regular basis for maintaining books safe from termites. Separate reading hall is available on Fourth floor of the library and appointed one library attendant for the maintenance and supervision of the reading hall. The books and journals are maintained against disfiguring. Book binding is carried out on regular basis for damaged books to avoid further damage. Stock verification is done as a part of regular monitoring and control. Library Committee has been constituted for co-ordination in respect of learning resources.

- Procurement of new books &renew of journals and recommendation for additional books.
- Updating and maintaining of all library records.
- Addressing issues and grievances of users.
- Update and upgrade the library contents, periodically as per updates in curriculum.

✓ **Computers:**

The institute has an adequate number of computers with internet connections and utility software's. Computer systems, UPS, softwares and Servers are maintained through AMC. IT infrastructure is maintained by the head, IT Coordinator along with departmental coordinator.

✓ **Classrooms, Seminar Hall:**

Classrooms and Seminar hall are provided with enough seating capacity and overhead projectors. Cleanliness of class rooms and Seminar hall is maintained on regular basis. Working condition of audio system, overhead projectors etc. is done on regular basis.

✓ **Maintenance of other support systems:**

- Regular cleanliness of corridors, washrooms, Sanitizing of washrooms is done regularly.
- Classrooms, and premises are cleaned by Peons
- Clean and hygienic drinking water is available in the Institute. Water coolers are maintained and cleaned on regular basis.
- Sports facilities are maintained by the sports committee and the non- teaching staff

The below mentioned points are inspected before start of every semester.

1. Classroom facilities such as lights and fans, overhead projector and availability of internet connections are inspected before start of every semester.
2. Working condition of computers, devices, and equipment is ensured.
3. Stock checking activity is done prior to start of new semester.
4. Office Superintendent of the institute inspects the facilities like, toilets, classrooms, corridors.
5. Gymkhana committee ensures the availability of sports equipment and monitors the usage of the ground, courts and indoor/outdoor games facilities.



A handwritten signature in black ink, appearing to read "M. S. J. S.", written over a horizontal line.

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