

SAINATH EDUCATION TRUST'S

RAJIV GANDHI COLLEGE OF ARTS COMMERCE & SCIENCE

(Permanently Affiliated to University of Mumbai)



Accredited by NAAC, Grade 'B'

Plot No. 16 /17, Sector-10A
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Ref. No. _____

Date : _____

4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms etc.

LABORATORIES:- There are Laboratories for the departments of Chemistry, Physics, Biology, Computer Science and Information Technology. The list of lab requirements is prepared by the department head and coordinator. The Principal along with (CDC) College Development Committee sanctions the required budget. The quotations are received from the eligible suppliers and orders are placed. The institution outsources the maintenance of physical infrastructure.

LIBRARY:- Institute ensures effective utilization of resources and Maintenance of the library through the library committee. It keeps track of new books requirements, renewable and subscription of journals and books circulations. Requirement is forwarded to the Principal for getting the approval from the Management. The library's IT facilities are maintained by lab assistants. Every student of the college is given a library card to access the resources. In exchange for the library card, students can take any three books at any given point of time.

COMPUTERS:- The College has computer labs for departments of Computer Science and Information Technology. The College office has computers for the day to day office work. The computers are also provided in every department. Optimum utilization of Computer labs with LCD Projectors and AV rooms are ensured by allocating a time table for each department before commencement of semester. Repairing and maintenance of computer, IT equipment and software are done before semester commencement by Lab assistants under supervision of coordinators of respective departments. The coordinators give the list of requirements to admin. Admin staff place the budget for approval to principal.


CLASS ROOMS:- The college has sufficient classrooms. Classrooms are fully ventilated with sufficient amount of benches, lights, fans and CCTV Camera. There is an abundance of infrastructural resources such as Lecture Halls, Tutorial room. On regular basis floors and benches are clean. The requirements are communicated to the Head of the Institute by infrastructure committee.

SPORTS ROOM:- The college has a wide area for sports, games, gymnasium, yoga center. Physical Instructor manages the sports activities and supervises the maintenance of sports equipments. The requirements for sports equipments are discussed by sports committee. The committee finalizes the requirements at its meeting and forwards it to the Head of admin. The Head of admin gets the approval for the procurement from the Principal and managements. The schedule for sports competition is prepared by the sports committee. The committee ensures the smooth conduct of all sports activities and event.

AUDITORIUM:- The College has Fully air-conditions Auditorium with good ambience. Auditorium has sufficient number of lights and fans with project, sound system; podium .Electricians does the audit of equipment on regular basis. The concerned department and committee have to book the auditorium in advance by consulting the Principal. College Infrastructure committee place the requirements for the auditorium to admin for the necessary sanction.

Other Infrastructural Facilities:- Infrastructural Facilities are maintained regularly by the (CDC) College Development Committee. The long term association with technicians, plumbers, electricians, supervisors and carpenters. Repairing and maintenance of the following facilities are ensured through various suppliers. Generator, Air Conditioners, UPS and Batteries, Water Purifiers, Drinking Water cooler, Xerox/Printer Machine and computer, IT equipment and software. The College has the Seminar Hall, Girls and boys Common Room, NSS Room, Canteen, IQAC Room, Conference Room, Wash Rooms, and Purified Water Coolers.




Principal
HC PRINCIPAL
Rajiv Gandhi College of Arts, Commerce & Sciences
Vashi, Navi Mumbai - 400 703