



ROYAL COLLEGE
OF ARTS, SCIENCE & COMMERCE
Empowerment through Value Education



**POLICIES TO MAINTAIN
PHYSICAL, ACADEMIC & SUPPORT FACILITIES**

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Royal college, a dream project of Founder Principal A. E. Lakdawala started in 1989 with just 1st floor of building being ready. The Founder being on campus was fully involved in planning and supporting the execution of the project. Completing the building in 1995, additions such as open air canteen, amphitheatre, open air stage, yoga centre, auditoriums, ring well, Basketball court, Volley ball court, Tennis court have steadily been added. The Founder and his team of trustees are hands-on in the upkeep of college infrastructure.

Systems for Maintenance and Utilization:

Available infrastructure and support facilities are upgraded/added, and maintained as and when required based on inputs from the following stake holders through feedback, maintenance books and suggestion boxes.

- IQAC
- Faculty
- Non teaching staff
- Students and alumni
- Parents

Need of facility addition and upgradation is discussed at different forums viz; College Board of Trustees (CBT), College Development Committee (CDC), IQAC, meetings of HODs with Principal.

The effective maintenance of the facilities are ensured by appointing

- 1) In- house IT-technician for IT maintenance
- 2) Maintenance Incharge for General Maintenance (Jr. Clerk has been given additional responsibility for maintenance)
- 3) In-house electrician
- 4) Lady Yoga Instructor for Yog Sadhana Kendra
- 5) Lady sports instructor to assist sports incharge and to ensure girls participation in sports activities
- 6) Professionals for coaching of basket ball and lawn tennis
- 7) Two Gardeners to maintain campus greenery

Committees constituted for monitoring effective maintenance and optimum utilization of resources:

- Library Committee to maintain library resources and Knowledge museum
- Sports Committee comprising of Sports incharge , teachers and students
- Website committee to maintain college website
- Attendance committee to take care of students attendance software

The implementation process is closely monitored. Major repair and maintenance is undertaken in vacation to minimize disruption of academic schedule.

The expenditure to be incurred for repairs and maintenance of new as well as old facilities is estimated and sanctioned by the CBT and CDC.

Budget allocation is made available every year for -

- ✓ Augmentation
- ✓ Repair and Maintenance – Academic facility
- ✓ Repair and Maintenance – Physical facility
- ✓ E- Governance and ICT
- ✓ Green measure and waste management
- ✓ Library

The major facilities introduced in college campus due to active IQAC suggestions in last 8 years are listed below:

- Installation of Projectors in classrooms
- Knowledge museum
- Human Orientation sign boards and Value addition boards
- Website with CMS
- CAP Centre and Custodian room
- Connectivity of class rooms and all departments through LAN
- Introduction of Open Access System in Library
- Medicinal plant garden and Butterfly Garden
- Research centre
- Rooms for IQAC, NSS, NCC
- Implementation of online academic and administrative facilities

Civil Maintenance Policy:

- ✓ The list of major infrastructure upgradation to be done during vacation for department and laboratories are submitted by head of the department in January every year
- ✓ Stakeholders report infrastructural malfunctions through entry in the maintenance register kept in library. The register is checked by in-house maintenance staff and work is done in consultation with Registrar, who is also the Hon. Treasurer of the parent trust
- ✓ Final year students feedback about infrastructural facilities is obtained through exit questionnaire and measures are taken after discussion in CBT

Table 1 : Civil Maintenance Schedule

Sr. No	Facility	Maintenance Schedule	Responsible Person
1.	Building Structural audit	Once in 5 year	Management
2.	Building water proofing work	As and when required	Management
3.	Classroom	Half yearly	Maintenance Incharge
4.	Laboratories	Yearly	Lab assistant
5.	Library	As and when required	Librarian
6.	Gymkhana	As and when required	Sports Incharge
7.	Seminar Hall	Half yearly	Maintenance Incharge
8.	Sewage drainage	As and when required	Maintenance Incharge
9.	Rain water harvesting	Weekly	Maintenance Incharge

Painting : Painting work is carried out as per the suggestion of stake holder.

Table 2 : Location wise List of Committees taking care of Painting

Area	As and when suggested by
Building Exterior	CBT/CDC / IQAC
Seminar Halls	CBT / IQAC
Classrooms	IQAC
Library	Library committee
Laboratories	Head of the Departments
Gymkhana and Yog Sadhana Kendra	Sports Committee
Other facilities	CBT / IQAC

Plumbing / Carpentry work : Maintenance Incharge takes care of plumbing, carpentry or any other related maintenance work on the campus.

Rain Water Harvesting /Ring well :

College building has rain water harvesting facility at 2 places in the campus backyard. Rain water from the terrace and surroundings is collected in two ring wells, which are maintained regularly. Cleaning of 3 pits is done once a year. And change of filtration unit is done as and when required. After filtration process of the accumulated ground water, the filtered water is used for non-drinking purpose in the entire college building.

With this initiative, we are saving lakhs of liters of municipal water every year and this has set a great example for students & people of surrounding MIRA BHAYANDER area to set up such initiatives in their housing society and colonies.

General Maintenance:

Teachers, division representatives and students, report infrastructural malfunctions through the maintenance register. Technician visits the site and assesses the maintenance required and completes the job. The concerned contractor which are appointed by the management carryout their work and after proper checking, bills are generated and processed through the concerned authorities and forwarded to Registrar for final payment.

Trustees staying on the campus, regularly keep check on the infrastructure and as per the need, the works are carried out.

Table 3 : General Maintenance Schedule

Sr.No	Facility	Maintenance Schedule	Responsible Person
1	Dry and wet cleaning of Ground + 3 Floors	Daily	Lab Assistant/ Maintenance Incharge
2	Fogging	Seasonal	Lab Assistant/ Maintenance Incharge
3	Campus Garden	Daily	Gardner
4	Sanibin	15 days	Lab Assistant/ Maintenance Incharge
5	Housekeeping	Daily	Maintenance Incharge
6	Rain water harvesting/ Ring well	Weekly backwash	Maintenance Incharge
7	Compost Pit	Weekly	Maintenance Incharge
8	Water Tank (over head & underground)	Half yearly	Maintenance Incharge
9	Water Purifier	Quarterly	Maintenance Incharge
10	Fire Fighting Equipment	3 yearly	Maintenance Incharge & Lab Assistant

Maintenance of Electrical Equipments:

Maintenance Technician takes care of electrical work of the campus. He assists in setting up of audio system for College events and programmes. The college has annual contracts for maintenance of facilities like Air conditioners, Water Purifier, Water cooler, Elevator, Paper shredder machine, EPABX intercom system of campus and CCTV.

Table 4 : Electrical Equipment Maintenance Schedule

Sr.No.	Equipment	Maintenance Schedule	Responsible Person
1	Elevator	Daily, On-call	Maintenance Incharge, AMC Provider
2	Fans	Half yearly	Electrician
3	LED lighting	Half yearly	Electrician
4	Air conditioner	Quarterly	Lab Assistant/ Maintenance Incharge
5	Telephone – EPBX	Half yearly, on call	Maintenance Incharge, AMC Provider
6	Water Purifier	Quarterly	Lab Assistant/ Maintenance Incharge
7	Water cooler	Quarterly	Lab Assistant/ Maintenance Incharge
8.	Sanitary napkin vending Machine	As and when required	Maintenance Incharge

MAINTENANCE OF IT RESOURCES

IT resources are used optimally for teaching-learning and administrative processes.

- ✓ IT resources are procured/ upgraded as per need and suggestions of stakeholders

- ✓ The college ensures availability of Microsoft paper licenses and Quick Heal Antivirus for system
- ✓ The institution has an In-house IT-Technician to look after regular maintenance and upgradation of IT facilities
- ✓ Committees are constituted to handle maintenance and upgradation of attendance software (AMS) and website
- ✓ Weekly report of working of computer system / projectors and all ICT facility are generated and accordingly necessary action is taken

Table 5 : Maintenance Schedule of IT Resources

Sr.No	Facility	Maintenance Schedule	Responsible Person
1	Internet	On-Call	IT Technician, Service Provider
2	AMS Software	Weekly	Attendance Committee
3	SLIM Software	On Call	AMC provider
4	Admission Software	On Call	Service Provider
5	Exam Software	On Call	Service Provider
6	Result Software	On - Call	AMC provider
7	Pay roll	On- Call	AMC provider
8	Tax Pro	On -Call	AMC provider
9	Computers	Daily	IT Technician
10	Printer	Daily	IT Technician
11	Wi-Fi	On-Call	IT Technician
12	Projector	Daily	IT Technician, Maintenance Incharge
13	LAN Connection	Daily	IT Technician, Lab assistant, Maintenance incharge
14	Server	Daily	IT Technician
15	Firewall	Daily	IT Technician
16	Networking Hardware	Daily	IT Technician
17	Website	As and when required	College Website Committee
18	Biometric	Monthly	Lab assistant
19	CCTV	Daily	Maintenance Incharge, IT Technician, AMC provider
20	Library blog	As and when required	Librarian

MAINTENANCE OF LIBRARY

- ✓ Fully automated through SLIM 21 software
- ✓ Library committee takes care of library requirements and recommends major infrastructural repair and maintenance.
- ✓ Pest control is done quarterly
- ✓ Registers are maintained for recommendation of books
- ✓ Stock verification and weeding out of books is done annually
- ✓ Maintenance of Knowledge museum is done regularly by library staff

MAINTENANCE OF LABORATORIES

- ✓ Major repair work including infrastructure requirement recommended by departments is discussed by Head of Department with Principal and Management
- ✓ For major works, at least 3 quotations are invited
- ✓ Regular maintenance and calibration of laboratory equipments by laboratory staff and by professionals in case of specialized equipment
- ✓ Every 6 months, lab assistant. gives list of repair work of lab including plumbing, gas connectivity to Head of department
- ✓ Once in a year the management checks the repair requirement of every lab in March
- ✓ User manual maintained for laboratory equipment and SOPs displayed
- ✓ Maintenance of first-aid box, safety equipment and fire extinguisher is done regularly by Lab Assistant
- ✓ Gas pipelines of all the labs are checked every year for leakage and other maintenance by professional Gas service provider
- ✓ Vacation time is utilized to carry out the repair and maintenance work of laboratories

Table 6 : Laboratory Maintenance Schedule

Sr.No.	Facility	Maintenance Schedule	Responsible Person
1	First-aid box & safety equipment	As per need	Lab Assistant
2	Fire extinguisher	As per need	Lab Assistant
3	Laboratory equipments	Quarterly/As per need	Lab Assistant
4	Annual stock verification	Annually	Lab Assistant
5	Internal audit	Annually	Department

SPORTS FACILITIES

Major repair works of Girls /Boys Gymkhana and outdoor sports facilities are recommended by sports committee. Weeding out and replacement of sports equipment is done annually. New equipments are procured based on suggestions of students and committee.

Sr.No	Facility	Maintenance Schedule	Responsible Person
1	Sports equipments	Yearly	Sports incharge, Maintenance Incharge
2	Stock verification	Yearly	Sports incharge, Maintenance Incharge
3	Basketball court	Yearly	Sports incharge, Maintenance Incharge
4	Volleyball court	Yearly	Sports incharge, Maintenance Incharge
5	Open Gym equipments	Yearly	Maintenance incharge

The following facilities for students and staff are maintained by the respective service providers as per contract.

- Canteen
- Bookstall
- Reprography centre

Optimization of infrastructural usage is achieved by

- Staggered time table
- Library facility to senior citizens and alumni
- The training sessions for German course, Self defense and Commando is conducted on Sunday for students and people from neighboring area
- Yoga facility for students, senior citizens and outsiders
- Laboratory facility extended to staff pursuing Ph.D, alumni research and underprivileged school students
- Basket ball/ Tennis coaching for students and people from neighboring area by professional coach




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