

Ness Wadia College of Commerce, Pune - 411001

Procedures and Policies

Maintenance and Utilization of Physical, Academic and Support Facilities

Classrooms, Laboratories and Seminar Halls:

- The College has well established procedures for optimum utilization of available infrastructure.
- The College works throughout the day to ensure availability of classrooms and laboratories.
- Classroom allocation is done by the timetable committee based on the number of students in each class.
- For maximum utilisation and to avoid overlapping of use of Seminar Halls and Conference Hall, a log book is maintained.

Library:

- The library has adequate space and it is organized in such a way that it can be utilised optimally by students, teachers and support staff.
- A separate reading room is made available for the faculty members.
- There are two reading halls for students.
- For the students reading halls facility is available up to 5:30 pm during regular working days and during examination this time is extended as per the demand of the students.

Sports Facility:

- The utilization of sports facility is coordinated by the Director of Sports Physical Education.
- The College hosts various Inter-zonal and Inter-collegiate events on the sports ground.
- The college provides Gymnasium facility to students and faculty members.

Maintenance:

- **Campus Cleanliness** –Regular cleaning, upkeep and maintenance is done by the in-house staff for all facilities.
- **Purchase and Infrastructure Committee** looks after the regular monitoring and maintenance of physical facilities and laboratory equipments.
- Asset verification and additional requirements are reviewed by **Purchase and Infrastructure Committee**. After that the decision of purchases is taken in the **Purchase and Infrastructure Committee** and same forwarded for further recommendation from **College Development Committee (CDC)**.
- The budgetary provision is made for new purchases and also for **Annual Maintenance Contracts (AMCs)**.
- **AMCs** are done for the computers-hardware and software, gadgets such as printers, photocopying machines, elevators and many more.
- In emergency situation, maintenance issues are resolved on call basis.