

Procedures and policies for maintaining and utilizing physical, academic and support facilities

Laboratory: Equipments in the Laboratories of four departments: Music, BVA, Geography, Psychology and Computer are physically checked and dead stock registers are updated.

Library: Pune Branch Library of the SNDT Women's University, Mumbai ensures effective utilization and maintenance of library. It keeps track on new books requirements, renewal, subscriptions of journals, annual book binding. IT facilities of library are maintained by lab assistants. Library is a part of Shodhganga Initiative and is in the process of digitizing all the theses and setting up an Electronic Theses and Dissertation Lab for the users. Library provides: Electronical Renewals of books, Audio Video Facility, Display of new books, articles, Inter Library Loan, Reading and Promotional activities, Professional help at Reference desks. Institutional Membership is available for students from other universities, NGOs, corporate sector, senior citizens. Granthotsav, Book Talks, VidyutKhandwala Memorial Lectures are other activities.

Sports Equipments and Facilities: Sports Teacher takes care of sports equipments and regular sports activities. Maintenance of playground is ensured by Estate and Engineering Department, SNDT Women's University, Mumbai. Adventure and Sport Wall is erected.

Computers, IT Equipments and Software: Repairing and maintenance of computers, IT equipments, and software are conducted before semester examination by lab assistants under supervision of IT In-charge and HODs of respective departments. LCD Projectors, collar mikes, Smart classroom, Antivirus software are installed in computers. The institute has authentic, Antivirus, Operating System, Unisuit (University centralized accounting system). Various applications are also used: e-Suvidha, AISHE(All India Survey of Higher Education), MIS (Management Information System).

Infrastructural Facilities: Institute has appointed a gardener. Other Infrastructural Facilities in Pune Campus are maintained centrally by division of Estate and Engineering Department, SNDT Women's University, Mumbai.

Optimum Utilization of Infrastructural Facilities: Optimum Utilization of classrooms, computer labs and seminar hall is ensured by allocating timetable for each department before commencement of semester. During holidays the classrooms are made available for the ICSI examinations, government examinations, Board examinations, election purposes, Campus Placement Drive.

Annual Maintenance Contracts (AMC): Repairing and Maintenance of UPS and Batteries, Drinking water coolers with water filters, Computer labs, Printers and Photo copying machines, Biometry, Websites, Unisuit is ensured through Annual Maintenance Contracts (AMC) with respective suppliers.

Health and Hygiene: Housekeeping staff is appointed to maintain cleanliness and hygiene in the college premises. Water tank cleaning services are hired by the institute. First-aid kit is available in the office.

Campus Security: CCTV Cameras are installed to prohibit malpractices. Security guards are appointed on campus. These services are maintained by the Central Office of the SNDT Women's University, Mumbai.

Internet Facility: Institute has provided internet facility through LAN in all classrooms by using access points and Wi-Fi is provided in the IQAC room, Office and the Principal's cabin. There is a well defined policy for disposal of old and obsolete equipments.