

Procedures and policies for maintaining and utilising following physical, academic and support facilities:

1) Laboratory:

- Policy –
 - The college shall have at least two computer laboratories and one electronics laboratory for smooth academic functioning
 - Computer laboratories are available to students, teaching staff and non-teaching staff members primarily for academic purpose.
 - Alternative use of the computer laboratories can be considered keeping in mind other priorities.
 - Hardware upgradation shall be done after every five years
 - Computer hardware and electronic hardware shall be maintained regularly through contract with expert agencies or by the in house staff wherever applicable
 - Only licenced software products shall be procured and installed on the computer hardware
- Procedures-
 - Regular time tables for the use of laboratories are to be prepared after receiving approval from the Head of the Institution
 - Request to use the laboratories for non-academic purposes shall be submitted to the head of the institution 15 days before the commencement of planned event

2) Library:

- Policy-
 - College library shall be available to students, teachers and non-teaching staff members during regular office timings
 - Each student of the college to be given a library card
 - Students, teachers and non-teaching staff members shall be given the access to the plethora of online reading material through library resources
- Procedures-
 - In exchange of the library card, students can take any three books at a given point of time and they shall return the same within stipulated time

Akapol
PRINCIPAL
SVKM's
USHA PRAVIN GANDHI COLLEGE OF ARTS,
SCIENCE AND COMMERCE
VILE PARLE (WEST), MUMBAI - 400 056.



failing which a specified disciplinary action can be taken against the concerned student. The same is applicable to teaching and non-teaching staff members

3) Sports Complex:

- Policy-
 - For indoor sports, college gymkhana facility to be used and for outdoor sports external facilities are to be booked on rental basis
 - Indoor sports facilities shall be open to students and college staff
- Procedures-
 - Before using the indoor sports facilities, concerned student/s and staff member/s shall apply in advance to obtain the formal approval from the head of the institution
 - Booking of the external venues shall be done in the most cost effective manner

4) Computers:

- Policy-
 - Each computer laboratory shall have minimum 30 computer systems
 - User profiles for all students and staff members shall be created
 - Each academic department shall have at least two computer systems and one laptop
 - Departmental computers and laptops shall be used only for academic and administrative purposes

5) Classrooms:

- Procedures-
 - Concerned student/s and teaching and non-teaching staff member/s shall obtain a prior permission from the head of the institution to use the classroom for purposes other than teaching and learning
 - Prior permission shall be obtained from the head of the institution to publicise any college event in the classroom during regular permission

Akrapool

PRINCIPAL
SVKM's

USHA PRAVIN GANDHI COLLEGE OF ARTS,
SCIENCE AND COMMERCE
VILE PARLE (WEST), MUMBAI - 400 056.



- o No publicity material to be placed in the classroom without the prior permission of the head of the institution

Akash

PRINCIPAL
SVKM's
USHA PRAVIN GANDHI COLLEGE OF ARTS,
SCIENCE AND COMMERCE
WILE PARLE (WEST), MUMBAI - 400 056.

