



St. Teresa's Institute of Education

S.V. Road, Santacruz West, Mumbai – 400 054

Affiliated to the University of Mumbai and maintained under the UGC Act
Re-accredited with 'A' Grade by NAAC

Infrastructure Utilization and Maintenance Policy

St. Teresa's Institute of Education (STIE) is situated in a spacious green campus. It's well equipped with all facilities needed for best learning environment. STIE has all essential exclusively owned infrastructure like lecture hall, method rooms, psychology lab, computer lab (50 computers with internet), library with reading room, teaching aids room, prayer room, principal's office and college administrative office, students' common room, conference room and gymnasium, English and History club room, science and maths club room, store room etc. Other facilities in the same premises exclusively owned by management includes multipurpose halls and ground which are shared by STIE and other institutions in the campus. Infrastructure and e-resources committee reviews the need and plans purchasing for any instrument, equipment or furniture. Following systems are in place for smooth functioning and maintenance of facilities.

Procedures and Policies for Maintenance and Utilization of Physical, Academic and Support Facilities in Brief:

- 1) Laboratories (Psychology Laboratory & Computer Laboratory): Infrastructure committee is responsible to maintain and upgrade the laboratories with necessary equipments from time to time to cope with change in the syllabus. Physical Verification is carried out to verify working/non-working/missing equipments etc. Precautionary maintenance and routine monitoring is carried out regularly.
- 2) Sport equipments: Under principal's supervision, support staff looks after the functioning of facilities. The sports equipments are issued to the students as per the schedule of the events. For out of order equipments, repairing and maintenance is done. Preventive maintenance measures are taken in time. One of the staff member is responsible for utilization of sport Facilities, activities held, awards for the students etc.
- 3) Class Rooms: Class rooms are allocated to all subjects along with necessary ICT facilities and are utilized as per the time table. The class rooms are cleaned on daily basis by support staff. Institute head (Principal) monitors and ensures that the cleanliness is maintained in the class rooms and the college premises. Institute has also appointed housekeeping staff to maintain the garden and toilets.

- 4) IT facilities: All the classrooms are equipped with PCs with internet facility, essential softwares and peripherals and CCTV monitoring system. Regular updating of Anti-virus software ensures the safety of all computers from data theft and virus attacks. AMC for water purifier, AC, computers and library management software is paid annually to concerned external agencies. In case of major issues of maintenance vendors are hired for maintenance of IT facilities
- 5) Electrical, Plumbing, etc.: Maintenance for electrical work, carpentering work, plumbing work, printers, CCTV, projectors, barcoding and biometric system is opted through on call facility as and when need arises.
- 6) Shared facilities are availed with prior official permission of management. Maintenance of the shared facilities is taken care of by the management.
- 7) Library: Librarian with library support staff has been appointed to maintain library. Library advisory committee guides and helps the librarian to frame library rules and regulations for proper functioning and service improvement. Learning resources like books, journals, online data base etc., are added after a rigorous scrutiny by the subject teachers. Vendors are chosen based on their response to the queries, availability of books and adherence to the terms and conditions. Cupboards and shelves are numbered and labelled subject wise and books are arranged in classified manner for easy access. Library opts for 100 percent open access to boost reading habit in students. To prevent loss or damage of printed periodicals annually bound volumes are made. Library is automated with iSLIM software. WebOpac is available on library page through college website. Journal Indexing facility offered by library, creates Current Awareness about on-going research published in Printed Journals. Newly added books are displayed on OPAC to attract readers' attention. Question Papers, NLIST and various Open Access E-resources are made available through library webpage and library blog to ensure 24*7 access. Individual user IDS and Passwords for NLIST ensures anytime anywhere access to subscribed databases. Periodic orientation programs and hands-on trainings are provided to users for effective utilisation of physical and electronic resources available through library. Book bank facility is made available for needy students. At end of the Academic year stock verification is done. Library transaction register, Staff transaction register, Students Transaction Register, Audio-Visual Transaction Register are maintained for smooth functioning of the library. Clattering, chatting, messing of things and eating is prohibited in the library to maintain the academic environment.


- 8) Pest control for the college building and library is done regularly.
- 9) Tally used for accounting purpose and to keep financial transactions including purchase and infrastructure.
- 10) In the beginning of the academic year, students are oriented about the systems and procedures for proper utilization of these facilities. Rules and regulations of the institute and the institutional library are accessible through college handbook as well as institutional website for their perusal.

Also Refer:

<https://www.sti-edu.in/college-resources.php>

<https://www.sti-edu.in/libraryrules-rgrulations.php>

<https://www.sti-edu.in/general-rules-regulation.php>


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