



**JOGESHWARI EDUCATION SOCIETY'S  
COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY**  
(AFFILIATED TO UNIVERSITY OF MUMBAI)

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.  
Tel : 022 2824 5527 / 83568 67783 | Email : jescollegecom@gmail.com | Web : jescollege.edu.in

## Policy Document for Infrastructure Maintenance and Management System

### Introduction

Jogeshwari Education Society's College of Commerce, Science, and IT boasts outstanding infrastructure designed to meet the academic requirements of the residents in Jogeshwari and surrounding suburbs. The institution has implemented a robust system to ensure the proper maintenance and optimal usage of its facilities, including classrooms, library, gymkhana, computers, equipment, and laboratories within the campus. The management of the college has formulated the following policies and procedures to ensure the effective utilization and upkeep of the infrastructure for the benefit of the students and faculty.

### Allocation of Infrastructural facilities:

- **Allocation of Classrooms:**

Allocation of classrooms for lectures is done in consultation with the Program Co-ordinators and Principal. The Timetable Committee prepares the timetable based on the allocation of classrooms.

- **Allocation of Laboratories:**

Allocation of timeslots of the laboratory is done in consultation with program Co-ordinators and the Principal.

- **Allocation of Auditorium:**

Allocation of utilisation of auditorium is done as per the importance of the program attendees and the purpose.

- **Utilisation of Gymkhana:**

Teacher incharge of Sports takes care of usage of Gymkhana considering queuing and participation in intercollegiate tournaments.

- **Utilization of Library:**

Rules related to utilisation of library are framed in consultation with the Co-ordinators, Principal and Librarian. Rules will be revised from time to time in accordance with requirement.

*[Handwritten Signature]*



**PRINCIPAL**  
JOGESHWARI EDUCATION SOCIETY'S  
COLLEGE OF COMMERCE SCIENCE  
& INFORMATION TECHNOLOGY  
Caves Road, Jogeshwari (E), Mumbai-400 060.

## Maintenance and Replacement of Infrastructural Facilities:

- **IT Infrastructure**

To maintain and keep all IT facilities functional System Technologies, Vile Parle (West) is appointed.

- **Gymkhana and other facilities**


Sports incharge is responsible for acquiring these items in consultation with the Principal, and their actions should align with the budget approved by the Management

- **Building and other equipment**

1. The upkeep of classrooms, including furniture, and laboratories, falls under the purview of the respective Programme Co ordinator.
2. Management has employed professional caretaking agency to maintain a clean and dust-free campus environment.
3. The management hires electricians, carpenters, plumbers, and other skilled personnel to ensure the upkeep and safety of the campus infrastructure.
4. Installation of fire extinguishers on all floors and additionally in areas where they are deemed necessary, also regular maintenance of these fire safety devices is ensured.

- **Maintenance and utilization of library and library resources**

1. The library staff takes care in handling of library documents, particularly during processing, shelving books, journals and documents.
2. The following steps are taken up for the upkeep of the library:
  - a) Bound Volumes are not to be sorted out from their fore edges, as this process weakens the binding.
  - b) Shelves should not be fully packed.
  - c) Huge volumes need to be kept flat.
  - d) Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and prevent chemical and biological problems.
  - e) Cleaning and dusting to be done regularly
  - f) Proper pest control is to be done to minimize the problems caused by insects.



**PRINCIPAL**

JOGESHWARI EDUCATION SOCIETY'S  
COLLEGE OF COMMERCE SCIENCE  
& INFORMATION TECHNOLOGY  
Caves Road, Jogeshwari (E), Mumbai-400 060.