

# **St. Gonsalo Garcia College, Vasai**

## **Physical Facilities**

### **Procedures and policies for maintaining and utilizing physical, academic and support facilities-**

The college maintains its physical facilities through annual maintenance contracts. A technician is appointed for the upkeep of electrical, plumbing. A carpenter is under contract for maintaining and making furniture's for the classrooms, office and labs .

Purified RO drinking water facility is provided on every floor in both the buildings. To maintain cleanliness and hygiene adequate number of dustbins are provided in every classroom as well as in the open space on the campus.

The gymkhana needs are taken care of by the sports instructor with the supporting staff of the college. The sports committee formed at the beginning of the year (usually for a term of three years) chalk out annual sports programmes .The sports committee incorporates student representatives for the various events. The committee plans and implements the yearly activities like interclass competitions, selection for university competitions, The college recommends and work out intercollegiate events to be organised in the campus. Coaches are appointed for events like athletics, football, cricket, volleyball, boxing, rifle shooting by the college to train students for different university , district and state level competitions. Every year required sports materials are purchased as per the needs of the college. The college premises is also made available for IDOL university exams, railways and similar other exams such as CA foundation, ICWAI , exams etc.

The cultural activities are worked out under the leadership of the cultural committee formed at the beginning of the year. The same is expanded with student representatives who take initiative to organise and popularise the events class to class. The cultural committee plans individual and group activities and select participants to represent the college for university events. On recommendation of the cultural committee the college appoints dance choreographers, directors for theatre events and musicians for singing and fine arts annually.

The library has a full time librarian and dedicated staff and space to meet the needs of the students. The library has shifted to a spacious area in the new building facility inaugurated on January 2019 . The new main library area is 40x36 meters, and extension room of 10x9 meters dimension and a media centre of 10x9 meters. The library support staff maintain the cleanliness of the

library. There is a library committee represented by departmental heads and in charges who recommend the needs of the departments and faculties. Book exhibitions are organised and books are purchased by the departments, teachers and students. Library organises various activities such as enrolling students and teachers for NPTEL SWAYAM courses in order to make it vibrant and active .

Computer labs are maintained through annual maintenance contracts to outside agencies. Lab attendants take care of the cleaning and needs of the computer lab. Projectors installed in classrooms are maintained through annual maintenance contracts. Classrooms are maintained through regular cleaning by the college support staff . For the cleaning of washrooms and upkeep of grounds a support staff is specially appointed.

**Details are given below -**

**Building A -**

Sl. No	Class Room Nos.	Description
1	1	Girls common room / Sanitary vending machine
2	2A	Optional Course lectures
3	2B	Optional Course lectures
4	3	Lecture Hall with Projector
5	4	Lecture Hall with Projector
6	5	Lecture Hall with Projector
7	6	Lecture Hall with Projector
8	7	Lecture Hall with Projector
9	8	NCC office and store room
10	9 A	Gymkhana
11	9B	Boy's Common Room
12	11	Centralised Evaluation Room
13	12	Examination Control Room
14	13	Lecture Hall with Projector
15	14	Lecture Hall with Projector
16	15	Administrative office
17	15 A	Principal's Office
18	15 B	Vice Principal's Office
19	15 C	Office for Officer on Special Duty
20	16	Lecture Hall with Projector

21	17	Lecture Hall with Smart Board
22	18 / 19	Staff Room
23	21 A	Office for Campus Minister
24	21 B	Counselling Centre
25	22	Optional Course lectures with Projector
26	23A	Optional Course lectures
27	23B	Tutorial /Optional lectures
28	24 A	Tutorial /Optional lectures
29	24B	Library Extension / Reference Library
30	25	Library and Reading Room
31	26	Lecture Hall with Projector
32	27	Lecture Hall with Projector
33	28 A	NSS Room
34	28 B	IQAC Room
35	29	Commerce Computer Lab
36	31	Tutorial /Optional lectures
37	32	DLLE Room
38	33	Tutorial /Optional lectures
39	34	Lecture Hall with Projector
40	35	Lecture Hall with Projector
41	36	ICT enabled Auditorium
42	37	Lecture Hall with Projector
43	38	BSc I.T. Computer Lab
44	39 A	Store Room
45	39 B	Equipment's Room
46	40	Lecture Hall with Projector

Each class room consists of a stage, table, chair, notice board . Lecture halls contain 45 Benches and Tutorial or optional class rooms contain up to 25 benches and desks to accommodate 3 students per bench. All class rooms are properly ventilated with large windows. 6 Fans and 6 tube lights are installed in Lecture halls and 4 Fans and 4 tube lights are installed in smaller classrooms. College support staff report at 6.00 AM and clean all the rooms under the supervision of the office staff assigned for the same. Projectors in the Lecture halls are maintained by the AMC team. Lectures are conducted in 2 shifts. First Shift lectures begin at 7.00 AM and second Shift lectures begin at 10.30 AM.

## **Examination Room**

Room No. 12 A & 12B are used as examination control rooms and is under surveillance of CCTV cameras. 12A is the Question paper download and Printing room. Entry to this area is restricted.

It consists:

1. Room Entry restricted to Exam Committee only
2. Two Reprography Machines which can print 130 pages per minutes.
3. One Copying machine
4. One Computer with separate internet connection.
5. One Printer EPSON with copy facility
6. CCTV at Two angles to have full view of the room
7. Half of the room is used for administration and stockkeeping.

## **ICT enabled Auditorium -**

Room No. 36 is the present seminar hall with projector and decorated and prepared with a stage and a back-drop used to conduct seminars, workshops and small programme with a 200 seating capacity .

## **Administration room -**

Administration room is commonly known as College Office room. It is having seating arrangements for Clerks, Senior Clerks, Head Clerk, Office Superintendent and a Cabin for Registrar. The Office is having 6 Computers and 5 printers one printer with the facility for scanning. Registrar's cabin is also equipped with computer, Printer and Scanner and internet . The computers in the office are linked through LAN connection. These computers are also provided with high speed internet connections. Name boards for each staff with their designation are displayed in front of their seats.

## **Staff Room –**

Three rooms are provided to the teaching faculty staff members. Two rooms Room No. 18 & 19 are provided with special seating arrangements for each faculty. Room No. 11 is also used as centralized evaluation centre.

The new building ' B ' was inaugurated on 5<sup>th</sup> January 2019, by the Vice Chancellor of Mumbai University Dr. Suhas Pednekar in the presence of the college Chairman His Grace Rt. Rev. Dr. Felix Machado. It adds to the much awaited infrastructure needs of the college. The building consists of 3 floors and an auditorium in the ground floor.

A 50 x 50 feet well groomed lawn is maintained which adds to the beauty of the campus. Further a variety of indigenous fruit plants such as guava, jackfruit, mango, papaya, coconut, jamun, almond, lemon, avacodo etc are planted and taken care of. Our support staff helps in maintaining the flora and fauna of the campus. Various decorative potted plants are maintained . A multipurpose cemented seating arrangements under the trees is prepared for the students to be used when they spend time on campus.

### **Building B**

Sl. No	Class Room Nos.	Description	Floor
1	001	F.Y.B.B.I. (A)	Ground Floor
2	002	S.Y.B.B.I. (A)	
3	003	T.Y.B.M.S. (A)	
4	004	T.Y.B.M.S. (B)	
5	005	Gymkhana	
6	006	Room for Campus Minister	
7	007	Store Room	
8	008	Canteen (Proposed)	
9	009		
10	010	Assembly Room	
11	011		
12	012		
13	013	Store Room	
14	101	T.Y.B.B.I. (A)	First Floor
15	102	F.Y.B.Sc.(I.T.) (A)	
16	103	S.Y.B.Sc.(I.T.) (A)	
17	104	T.Y.B.Sc.(I.T.) (A)	
18	105	F.Y.B.A.F. (A)	
19	106	F.Y.B.A.F. (B)	
20	106 (a)	Ladies Staff Room	
21	106 (b)	Gents Staff Room	
22	107	Research Room	
23	108	A.V.Room	
24	109, 110,111,112	Library	
25	113	I.T. Computer Lab	
26	201	S.Y.B.A.F. (A)	Second
27	202	S.Y.B.A.F. (B)	

28	203	T.Y.B.A.F. (A)	Floor	
29	204	T.Y.B.A.F. (B)		
30	205	F.Y.B.M.S. (A)		
31	206	F.Y.B.M.S. (B)		
32	207	St Gonsalo Garcia Competitive Exam Cell		
33	208	St Gonsalo Garcia Innovation / Incubation Center		
34	209	St Gonsalo Garcia Entrepreneurship Dev. Cell		
35	210	St Gonsalo Garcia Placement Cell		
36	211	S.Y.B.M.S. (B)		
37	212	S.Y.B.M.S. (A)		
38	213	Conference Room No.1		
39	301	Conference Room No.2		Third Floor
40	302	Conference Room No.3		
41	303 to 306	Indoor Rifle Shooting Range		
42	309 to 312	Rifle Shooting Training Centre		

### **Indoor Rifle Shooting Range, Rifle Shooting Training Centre-**

This new addition is an attraction for NCC cadets and sports rifle shooting students who have been winning prizes at university, district and state levels. The range is managed by NCC unit of the college. The college has taken the support of a trainer for training and competitions. Parade instructors (NCC) conduct lectures on aiming and shooting and also train the cadets in firing. College NCC cadets also practice shooting at Colaba shooting range. NCC unit is responsible to manage the firing range, the expenses are borne by the college.

### **Media Centre-**

The media centre is mainly for helping the faculty to record their video lectures which is to be shared in the LMS of the college. All the teachers are encouraged to use the centre to create E content such as videos for YouTube channel of the college. College YouTube channel is updated and managed by students of BSc I.T. section.

### **Canteen-**

The college canteen is functional in a separate structure adjacent to the Building 'B' It has a seating capacity of 50 students. Healthy and hygienic food items are prepared and sold at affordable prices. It is given on contract to Nayak Food and the contract is renewed on yearly basis. Purified drinking water is provided in the canteen. Quality of the food items in the canteen is regularly monitored by the members of the canteen committee.