



Since 1962

# VIVEKANAND EDUCATION SOCIETY'S

## College of Law

(Affiliated to University of Mumbai, Approved by BCI & Recognised by Govt. of Maharashtra)  
Accredited 'B+' Grade with CGPA 2.72 by NAAC (1st Cycle)

### 4.4. Maintenance of Campus Infrastructure

Sr. No.	Description of Document
1	Infrastructure Maintenance Policy
2	Library Policy
3	Job Card for Maintenance Work



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I/C PRINCIPAL  
V.E.S. College of Law  
Sindhi Society, Chembur, Mumbai



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## 4.4.2

### Infrastructure Maintenance Policy

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - library, sports complex, computers, classrooms etc.

Response: The Management has a centralized department for purchase. These departments support the college in implementation of policies related to maintenance and utilization of physical, infrastructural, IT facilities.

For IT related issues, we have the following services and contracts:

1. **Booking of IT-related complaints to IT Helpdesk** ·
  - The assigned computer center In-charge maintains all IT equipment in the computer center.
  - The administrative staff maintain a record of all other equipment and infrastructural materials.
  - Stock verification of all equipment is done on a regular basis.
  - **Complaint Procedure:** A complaint call is logged through e-mail/phone to the IT Assistant.
  - The IT Assistant visits the relevant areas and resolves the issue.
  - In case of minor issues related to IT complaints and purchases, the issue is resolved at the college level. The college resolves minor issues related to IT through the approved vendors. (Vendors are approved by the trust) ·
  - In case of major issues related to IT complaints and purchases, the trust & the IT office resolve the issue
2. **Booking of complaints regarding plumbing, electrical, carpentry & civil work** ·
  - The office of Principal and Vice-Principal, Faculty Room, Classroom and College Office are well equipped with air conditioners, desktops and required furniture. ·
  - The maintenance like painting and civil work is done by approved vendors – approval period.
  - The electricians maintain and upkeep all the electrical instruments through Centralized. They attend issues related to all the electrical works whenever required.
  - Centralized Bases electricians regularly check the power supply and the voltage ·
  - The Registrar inspects the classroom daily concerning IT & other infrastructure.
  - **Complaint Procedure:** Based on the issues raised in the inspections, and the complaints received by students, faculty, and staff with regards to plumbing, electrical work, carpentry, and civil work, a complaint is booked in the prescribed format and by phone.
  - In the case of material requirements for plumbing, electrical, carpentry, civil work maintenance, the concerned staff of the College purchases relevant material from the approved vendors. (Vendors are approved by the Trust)
  - In case of major work, as requested by the concerned staff of the Trust, the college on approval of a proposal by the Trust purchases relevant material.
3. **Annual Maintenance Contract (AMC) for Air-conditioners** ·
  - Annual Maintenance Contract for Air-Conditioners is given to approved outsourced vendors.
  - Maintenance of the equipment is done by approved outsourced vendors and suppliers Celsius Cooling Pvt Ltd .



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- **Complaint Procedure:** As the vendor is decided by the Trust, the Complaint booking for AC issues is done by phone. A follow-up with the vendor is made until the issue is resolved.
- In case of minor issues related to air-conditioner complaints and purchases, the issue is resolved at the college level.
- The college purchases the required material related to minor issues in air-conditioners, through the approved vendors.
- In case of major issues related to air-conditioner complaints and purchases, the Trust's College Level resolves the issue.

#### 4. Miscellaneous:

- The upkeep and maintenance is taken care of by the administrative and support staff.
- The library is maintained by the Librarians and support staff. Stock verification of Library books is done on yearly basis by the librarian and non-teaching staff.
- Approved outsourced vendors and suppliers do maintenance of the equipment.
- CCTV cameras are installed in and around the premises which are maintained by the Office Staff. Respective faculty and administrative staff maintain all academic and administrative records.
- Stock verification of all equipment, furniture, stationery is done on a regular basis
- The principal supervises all academic activities of the college. The Registrar supervises all administrative activities.
- Fire extinguishers as installed in and around the premise.
- A water filter is installed.

#### 5. Housekeeping:

- The cleanliness of all classrooms, offices, and faculty rooms, Principal Room is done daily by appointed of full-time housekeeping staff.
- Regular cleaning of the premises and washrooms is done by the housekeeping staff.

6. **Security:** we have full-time security guard for safety of college and all the premises.



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## Library Policy

### 1. Collection Development Policy

Purpose: Collection Development Policy provides guidelines to the to conduct the process of selection and acquisition of selected material to build library's collection.

**Selection Criteria:** While selecting, library takes into Consideration

- University of Mumbai and BCI norms,
- Funds available, and
- Books already available on the same subject.
- It also considers general reference needs of the user.
- It makes use of circulation record to find out the books in more demand.
- Library also selects material from the brochures/websites of various publishers and book sellers, web opac of other libraries, bibliographies, and based on the syllabi from the university
- Library also selects material using other two modes where

In the first mode, being aware about the books from the sources such as web, faculty members send their requisitions to the library in the prescribed requisition form and the library decides the suppliers who are best suited to supply the books.

In the other mode suppliers show copies of their books to the faculty members and the faculty members recommend some of those books for procurement by the library.

**Collection:** VES College of law library procures library material i.e. books, periodicals, bound volumes, reference sources to support the curriculum and satisfy academic and research needs of its user community.

**User Community:** Students, faculty and staff of the VES College of Law.

### 2. Circulation Policy

**Membership rules:** Membership of the library is open to all the students, faculty and staff of the VES College of Law.

**Circulation of library books through phone or email is not allowed.**

**All the library users (students, faculty & staff) are required to physically visit the library for issue-return of books.**

- **Circulation rules for Staff:**

Type	Service	Duration
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Books	Home issue allowed	5 Books-1 Semester
Journals	For current reading only (Home issue not allowed)	-
Bound Volumes	For current reading only (Home issue not allowed)	-
Magazines	For current reading only (Home issue not allowed)	-

• **Circulation rules for Students:**

Type	Service	Duration
Books	Home issue allowed	1 Week-1 Book
Journals	For current reading only (Home issue not allowed)	-
Bound Volumes	For current reading only (Home issue not allowed)	-
Magazines	For current reading only (Home issue not allowed)	-

- **Fine rules:** Fine after the due date Rs.5/- per day
- **Rules for Damages and Loss:** In case a Reader loses a book he/she should replace the book with current edition of the lost book. In case the book cannot be replaced, the current price of the book and an additional charge of Rs. 50/- as processing charges will have to be paid.
- **Renewals:** The user may want to retain or keep the book after the due date. In such a case, he or she can get the loan period extended on or before the due date as stamped on the due date slip.  
The library staff will extend the loan period provided the book has not been reserved by any other user.  
The users are also told that they will have to return the book as soon as another reader needs it.
- **Recall:** If a library book currently checked out to a reader is urgently needed by another user, the library staff may ask the reader (to whom it is checked out) to return the book.



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The library may send a recall notice to the borrower and the book has to be returned by the new due date specified in the notice.

- **Overdue notices/Reminders:** If a document is not returned or renewed by its due date borrowers may receive phone or email notices from the library informing them of the overdue date. These notices are courtesy notices and borrowers should not expect a reminder every time they keep the book past due date.
- **Library Clearance:** At the end of the academic year all the students are required to return the borrowed books to the library to get his / her result from the college office after completion of the course.

### 3. Electronic Resources Access Procedure

a. **SCCOnline-** SCCOnline Web Edition is a legal database subscribed by the VES College of Law Library. It provides students, faculty, and staff with easy access to a wide range of legal resources.

#### Steps to Access

IP Based Access	Remote Access-Through MyLOFT	Access through Wi-Fi
<ol style="list-style-type: none"><li>1. <a href="#">SCC Online®   The Surest Way To Legal Research</a></li><li>2. Register Here</li><li>3. Your Login ID &amp; Full Name</li><li>4. Register &amp; Login</li></ol>	<ol style="list-style-type: none"><li>1. <a href="#">MyLOFT - My Library on Finger Tips</a></li><li>2. Continue using the official email id(ves.ac.in)</li><li>3. Discover E-resources</li></ol>	<ol style="list-style-type: none"><li>1. Connect to VES_CAMPUS 1234@abcd</li><li>2. <a href="#">SCC Online®   The Surest Way To Legal Research</a></li><li>3. Register Here</li><li>4. Your Login ID &amp; Full Name</li><li>5. Register &amp; Login</li></ol>

b. **Web OPAC-**Web OPAC, or Online Public Access Catalog, is a digital database that allows users to search a library's collection of materials online. It enables users to search for books by title, Author, Subject, Keyword etc. OPACs often provide detailed bibliographic information and availability status for each resource. It is available via library website from anywhere.

c. **E-resource Centre (Computer Lab):** The E-resource Centre (Computer Lab) has been established in the existing reading room. The Centre is equipped with high-speed internet and modern computers to facilitate seamless access to e-resources. Users are provided with free internet access to aid in studying, project preparation, and research. It offers students and faculty access to online learning tools, enhancing their academic and research capabilities. Additionally, library tutorials and demo sessions are conducted to help users effectively utilize the e-resources and stay updated with the latest legal trends.



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**Computer Lab Rules & Regulations**

- Every 'User' must submit his/her ID Card at the Circulation Counter before entering the Computer Lab. (except Teaching/Non-Teaching Staff).
- Each 'Student' is allowed to have an access for 1 hour only. The time-limit can be extended if the Librarian permits.
- Users are requested to put their cell phones on vibrate mode. Please attend your calls outside.
- No duplicate or pirated Software(s) shall be allowed in the Computer Lab.
- Users are strictly prohibited from modifying or deleting any important files, installation of any software or settings in the computer.
- Unauthorized copying and/or installing of unauthorized software is not permitted. This may be a violation of copyright laws.
- Students found Internet surfing or chatting for personal reasons may be asked to leave. Preference is given to students doing coursework over those engaged in personal computer usage.
- Eating and/or drinking beverages (except water) inside the computer labs is strictly prohibited.
- Before leaving the lab, users must close all programs positively and keep the desktop blank.
- In case of theft / destruction of the computers or peripherals, double the cost of the lost will be charged from the student/user.
- 'DO NOT' leave your personal belongings at the computer desk. College is not responsible for items left behind.

### Classrooms

The college has 22 well-lit, Wi-Fi enabled modern classrooms ( Appx.700 sq. ft. in size), with Seven 65" IFT . Each classroom houses 34 to 36 benches with a seating capacity of 2 per bench. A Learning Management System and All classrooms equipped with Air-conditioners, wi-fi and latest board connectivity. Housekeeping and Support Staff is appointed to take care of classroom cleaning and assistance to students and teachers.

### Procedure:

- All classrooms will be cleaned twice in a day, in the morning and at night.
- Classrooms will be open half hour before the commencement of lectures and closed immediately after the lectures.
- We have sufficient Support Staff for students and teachers' assistance.
- CCTV cameras are installed for safety of the students

### Gymkhana/ Sports Area:

VES's Sports Ground, College Gymkhana Area and sports materials are available to students only for sports related activities.

### Procedure:

- Student can use the sports material including Table Tennis, Carom, Chess, etc. in the college premises after the regular lecture.
- Student must deposit his/her college identity card to issue sport material to the college office



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For outdoor game, sports ground can be booked by the Faculty-in-charge with the prior approval of Head of the Institution.

**Moot Court Room** with an area of 910.94 sq. ft, has a seating capacity of 130 students. The Moot Courtroom is well equipped to conduct simulated trial experiences. The Moot Court is air-conditioned, equipped with fire extinguishers, CCTV-compliant and features a high-speed Wi-Fi connection. The Moot Court Hall is designed to mimic a real courtroom, with seating for judges, spectators, and opposing teams, a podium for arguments, and audio-visual technology.

## **Procedure:**

- Participant students/faculty-in-charge of Moot Court Society has to contact to college office for availability of Moot Court Room.
- Moot Court Room can be issued to participant students only after the completion of regular lectures.



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