



# R. J. COLLEGE of Arts, Science & Commerce (AUTONOMOUS)

(Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce)

Opposite Ghatkopar Railway Station, Ghatkopar (West), Mumbai 400086, Maharashtra, INDIA.

Website: [www.rjcollege.edu.in](http://www.rjcollege.edu.in)

Email: [rjcollege@rjcollege.edu.in](mailto:rjcollege@rjcollege.edu.in)

Tel No: +91 22 25151763

Fax No: +91 22 25150957

College is recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Affiliated to UNIVERSITY OF MUMBAI || NAAC Re-Accredited 'A' Grade (CGPA: 3.50)

## MAINTENANCE AND UTILIZATION OF PHYSICAL INFRASTRUCTURE AND OTHER FACILITIES

### Laboratory

- Six monthly stocks taking of consumables.
- Maintaining dead stock register.
- Inviting Quotation for the items exhausted / to be replaced/ to be ordered newly.
- Placing the requirements with 3 quotations invited in front of Purchase Committee of the College.
- Weekly visit of Instrument Log Book to understanding and ensuring smooth functioning and effect to use.
- Annual Maintenance Contract.
- Cleaning and Maintenance of microscopes, lences and eyepieces.
- Maintenance of Museum preserved specimens, labelling, addition for preservative and ordering the specimens.
- Regular checks on storage facility of acids in Acid room (Chemistry).
- Daily cleaning of essentials.
- Weekly Sanitization of the Laboratory.

2019: Star College Status by DBT

2008: Best College by University of Mumbai 2010: IMC RBNQ Award 'Performance Excellence' for the year 2009

2011: 'Best Teacher Award' by Government of Maharashtra 2013: DST-FIST 2014: DBT STAR College

2013 & 2014: 'Jagar Jaanivancha Award' by Govt. of Maharashtra 2016: ISO 14001:2015 2016: ISO 9001:2015 2017: ISO 27001:2013

2018: Autonomous Status by University Grants Commission (No. F. 22-1/2018(AC) - 28.05.2018) & by University of Mumbai (No.Aff./ICD/18-19/440 - 08.06.2018)





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## Library

- Updating database of books, periodicals, journals and reference books available in the library.
- Maintaining home book issue register.
- Maintaining library footfall.
- Placing orders for purchasing of books, journals etc.
- Enriching the library with e-journal resources.
- Facilities for Computer use.
- Library annual exhibition of books.
- Utilization of library budget.
- Student induction programme library tour during Student Induction.
- Facilities for Visually challenged students.

## Auditorium

- Log book cum permission book maintained for Seminar Hall, Saboo Hall, MPSS, Auditorium used by different departments.
- Regular check of audio-visual facilities available in the auditorium and repairs of within 24 hours .
- Daily cleaning of the auditorium.
- Weekly sanitization of the auditorium.
- Protocol for random surprise check to supervise facilities, audio visual aids and accessories.

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## Premises

- Daily Cleaning.
- Every 3 days sanitization.
- Suggestion box for better student service.
- Computer access with internet facility.
- Access to printouts for teachers and research students.
- Maintain leave record.
- Wi-fi for Teachers and Non Teaching staff.

Available on campus contract workers for regular maintenance of physical infrastructure and facilities:

SR.NO	SERVICES	NAME OF THE SERVICE PROVIDER (IN-HOUSE)	CONTACT NUMBER OF SERVICE PROVIDER
1	Carpenters	Vishwakarma Wood Art Shubham Enterprises	9892077810
2	Grills & fabrication	Rehan Fabrication Works	9892310790
3	Plumbing	Vraj Sanitation	9082780714
4	Electrical Fittings	Yuvraj Electricals Works	9819243807
5	Painting & Coloring	Divine Interiors	9619271027
6	Civil Works	Rup Deep Enterprise Sitaram Electricals and Interior Decorators	9987455990

Certified as  
TRUE COPY

Principal  
Ramniranjan Jhunjhunwala College,  
Ghatkopar (W), Mumbai-400086.

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