

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

<https://www.srbs.edu.in/NAAC/4.4.2-Procedure-and-Policy-of-Maintenance.pdf>

- **SRBS ensures that all the assets are being maintained and utilized at optimum level over the years. Accordingly, adequate budget provisions are made for maintenance of the infrastructure.**
- **SRBS has maintenance team for maintenance of the Building, Elevators, Air Conditioners, CCTV Cameras, Electrical equipment, UPS, Batteries, EPABX, Water Purifiers, and Pest Control. The team conducts periodic checks to ensure the efficiency / working condition of the infrastructure.**
- **Maintenance team takes periodical preventive maintenance measures and in case of breakdown of the utility they get it repaired.**
- **The optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Elevators, Air Conditioners, CCTV cameras, Water Purifiers and Pest Control.**
- **Maintenance of civil work such as furniture repairs, masonry and plaster work, painting, carpentry, plumbing etc. is carried out regularly.**
- **Computer and Labs – The IT Head is in-charge of the computer and laboratory maintenance. He does periodic reporting on requirements of repairs, upgrades and maintenance after which he resolves the problems if any by contacting the maintenance team or the machine vendors for repairs and up-gradation of the systems. The requirements are collectively processed in every semester by the IT head during the break so as to keep things ready for the incoming semester.**
- **Library - SRBS has spacious state-of-the art air-conditioned library of 120 Sq. meters located on 3rd Floor of the Campus. The maintenance of the library is taken care of by the support team. Suitable racks and cupboards are provided for keeping the books. The librarian informs the Director, who in turn directs the Maintenance team to add shelves or cupboards as and when required.**
- **Sports – SRBS has a sports room for the students. It comprises of Table Tennis and Carrom equipment. The equipment is maintained by the faculty sports in-charge. The tables and Carrom Board are regularly used and maintained by the sports in-charge with the help of a staff member who is specifically allocated this responsibility. Any minor repairs if required are taken up with the sports vendor.**
- **The campus building has a continuous electricity supply and power backup through Diesel Generator.**



Bombay Suburban Art & Craft Education Society's

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- **The SRBS campus is secured by a compound wall from all the sides and Gates are manned by Security Personnel. To ensure campus safety, campus is secured with 24 x 7 security personnel and most of the area is covered under CCTV surveillance for safety monitoring.**
- **Provision for Smoke Detectors and Centralized sprinklers of Water are made to take care of fire hazards. In addition, fire extinguishers are placed at all important locations and are regularly refilled and maintained.**
- **A separate water supply from Municipal Corporation is provided which supplies water in adequate amount. Water Coolers along with Aqua Guard filters are installed to provide safe drinking water on each floor.**
- **SRBS has outsourced housekeeping to a professional who has deputed adequate staff to meticulously maintain hygiene and cleanliness in the campus. Wash rooms and restrooms are well maintained. Dustbins are placed on each floor.**
- **The Green Cover of the campus is well maintained.**
- **The building and equipment of SRBS are insured every year by the trust.**



**For Sheila Raheja School of Business
Management & Research**


Director