

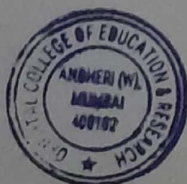


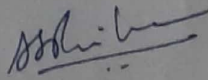
**Oriental Education Society's  
Oriental College of Education & Research, Andheri (W)  
Affiliated to University of Mumbai**

The institution has established comprehensive systems and procedures for maintaining and utilizing its physical, academic, and support facilities, including libraries, sports room, computers, and classrooms. Here's an overview of the systems and procedures in place:

1. **Maintenance Protocols:** The institution follows structured maintenance protocols to ensure that all facilities are well-maintained and in optimal condition. This includes regular inspections, preventive maintenance schedules, and prompt repairs of any identified issues.
2. **Inventory Management:** Systems are in place for inventory management to track the availability and condition of equipment, supplies, and resources in facilities such as laboratories, libraries, and sports complexes. This ensures that necessary items are adequately stocked and replenished as needed.
3. **Booking and Reservation Systems:** For facilities like laboratories, sports complexes, and classrooms, the institution has implemented booking and reservation systems. These systems allow students, faculty, and staff to schedule and reserve specific facilities for their academic and extracurricular activities, ensuring efficient utilization of resources.
4. **Access Control:** Access control measures are in place to regulate access to sensitive areas and equipment, such as computer labs. This helps maintain security and prevent unauthorized use or tampering with resources.
5. **Usage Guidelines:** Clear guidelines and policies are established for the proper use and handling of facilities and equipment. These guidelines are communicated to students, faculty, and staff to ensure responsible and safe utilization of resources.
6. **Training and Orientation:** Training and orientation sessions are conducted for students, faculty, and staff to familiarize them with the facilities and equipment available on campus. This includes instruction on proper usage, safety procedures, and emergency protocols.
7. **Regular Audits and Evaluations:** Regular audits and evaluations of facilities and equipment are conducted to assess their functionality, usability, and overall satisfaction levels.
8. **Integration with Academic Curriculum:** Facilities such as laboratories, libraries, and computer labs are integrated into the academic curriculum to support hands-on learning experiences, research activities, and practical skill development. Faculty members incorporate facility utilization into their teaching methods to enhance student learning outcomes.
9. **Accessibility Measures:** The institution ensures that its facilities are accessible to all students, including those with disabilities. Accessibility measures such as ramps, elevators, and assistive technologies are implemented to facilitate inclusivity and equal access to resources.
10. **Continuous Improvement:** The institution is committed to continuous improvement in its facilities and procedures.

By implementing these systems and procedures, the institution effectively maintains and utilizes its physical, academic, and support facilities to provide an enriching learning environment for its students and faculty.



  
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