

4.4.2 –Campus Infrastructure Procedures and policies

The CSWNN library covers 2514 sq. Ft with a total seating capacity of 100 students. The library is open from Monday to Friday from 9 am to 6 pm and on Saturday the library is closes one hour early i.e. At 5pm. On every fifth Saturday the library functions from 10 am to i pm. The membership of the library is open to all the students, faculty, non-teaching staff and alumni of the college. To become a member of the library one has to pay a deposit of Rs. 1000, of which Rs. 600 is refundable (once membership is closed) and Rs. 400 is the reading charges which is renewable every year. Each member can issue one book for the period of seven days. The library is partially automated and uses a commercial software – iSLIM. The database is configured to N-list.

- students entering the library shall deposit their personal belongings such as books, bags, files, folders, umbrellas etc. With the person at the entrance.
- a book misplaced is a book lost. Books removed from the shelves should be kept on the issue counter to ensure correct shelving.
- in case of loss of books, the borrower must immediately inform the librarian of the same in writing. • silence and a quite atmosphere for study should be maintained in the library. • library books should be used very carefully. Writing/making marks in the books is strictly forbidden. • disregard of library rules, indiscipline and misbehaviour will render the borrower liable to be refused access to the library.
- the use of mobile phone is strictly prohibited insight the library falling the same will fine 2 days confiscated or Rs. 50 fines.
- visitors are allowed to use the library only on Fridays and Saturdays with a reference letter from their college library and with Rs. 30/- reading charges for 2 days.
- all visitors including alumni are requested to sign the visitor's book kept at the counter. This is required to maintain the statistics of outsiders using the library.
- the librarian reserves the right to call back any issued books at any time. • students can borrow two books at a time.
- students will be issued one borrowing card which must be produced at the time of issuing and returning books.
- no periodical may be removed from the library.

The gymnasium is housed on the second floor of the college complex. It has various equipment's like the bench press, the cycle and running machine and various weights to enable students to use their leisure time to maintain a fit and healthy body.

There are seven classrooms in the main college building at Churchgate and three classrooms in the extension centre in Goregaon.

The college in Churchgate also has one board room while the extension centre has a large seminar room. Each of these classrooms and seminar room is fitted with the state of the art lcd projectors, laptops, speakers and mics available for Audio Visual Unit