

Shree SantTukaramShikshanPrasarakMandal's

AdhyapakMahavidyalayaVadgaonMaval

Annual Quality Assurance Report

Academic Year 2018 – 19

Maintenance Policy – Criterion IV

As a policy budgetary provision is made in the annual budget for purchase and maintenance of the various facilities like computers, sports equipment, lab equipment, etc. For the better working and convenience of the students and the staff, decentralized procedure is followed by the Institute.

Title	Policy	Procedure
Laboratory	One Staff member is the in-charge for the Science Laboratory. He/she looks after the requirements for the year. Accordingly, the order is placed. The staff member also maintains the detailed register of these details. At the end of every year entries are made of any material broken or expired, etc. in the register.	Along with the in-charge staff member one peon is assigned the duty of for issuing of the material specific during the stipulated time every day.
Library	There is a full time qualified and dedicated librarian in the college. She is in-charge of looking after the day to day working of the library. There is a library committee which decides regarding the purchase of books, activities to be conducted by the library, extension programs to be organized by the library, etc. The annual report of the department is taken at the end of the year.	The committee meets at least twice a year to make a detailed plan and sanction for the various activities, purchase of books, etc. Review of the various programs and activities is taken and based on this feedback the further plan of action is proposed.
Sports equipment	One staff member is the in-charge for the Sports Room. He is looking after the day to day working of the equipment.	Usually the college celebrates sports week in the months of December - January which is considered while making the annual plan. Accordingly, once the dates are finalized during the staff meeting the

		detailed planning is made by the in charge. Both indoor and outdoor sports (individual as well as group) are conducted in which both girls and boys participate.
Computers	The maintenance of the computer lab is done by the Computer Division of the Shree SantTukaramShikshanPrasarakMandal's centrally. There is also a staff member of the college who is the in-charge and a non-teaching staff member who assists him.	The annual maintenance contract is made by the parent body. In case of any big purchase requirements the matter is placed by the in-charge staff member before the Principal. It is then placed before the College Committee for their sanction. In case of any minor equipment purchase the in-charge staff member and the Principal take the decision. Dead stock register is maintained by the office.
Classrooms	The Office Assistant (Peon) of the college look after the department. They are in-charge for the cleanliness of the premises. There is also separate arrangement for cleaning of toilets and bathroom.	All the peons in the college are responsible for maintaining the cleanliness in the college premises. There is a division of work amongst them. In case of absence of anyone the work is shared by the others. Besides cleaning of the premises they also look after watering of the plants.