

Annual Quality Assurance Cell (AQAR 2017-2018)

**Janata Shikshan Mandal's
Sane Guruji Vidya Prabodhini
Comprehensive College of Education, Khiroda.
Tq: Raver, Dist: Jalgaon.Pin:425504(M.S.)**

Criteria-4 Infrastructure and Learning resources

4.4 Maintenance of Campus Infrastructure

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)

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.

❖ **Laboratory:** Record of maintenance account is maintained by lab assistant, Lab In charge supervised by the In charge of the concerned In charge.

❖ **Maintenance of laboratories are as follows:-**

The calibration, repairing and maintenance of sophisticated lab equipment's done by the technicians of related owner enterprises.

❖ **Computers Laboratory**

1. Centralized computer laboratory established to enrich the students.
2. Each faculty have separate computer for their requirements.
3. Internet and WIFI Enabled campus.
4. Open access journals facilities are available.

❖ **Psychology laboratory:**

One of the teachers and the peons maintain the psychology laboratory. Psychology laboratory maintains many psychological tests and equipments. Procurement of any new psychological test in the lab is done through request and approval of the purchase committee and lab in-charge teacher. The approval is based on the academic/research need and available lab fund. The in charge teacher maintains the record for the same.

❖ **Library:**

1. The requirement and list of books is taken from faculty and students. The finalized list of required books is duly approved and signed by the Principal.
2. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
3. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.

4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

❖ **Sports:**

Regarding the maintenance of sports equipment the college sports in charge is deputed. The College has one Kho-Kho Ground, Multipurpose hall (for playing Badminton, Volleyball, Ball-Badminton) and well-equipped Gymnasium. In Gymnasium the college has, multi gym, cross-trainer, twister, weight plates, dumbbells, The games that are played in the college are Football, Cricket, Badminton, Volleyball, Kho-Kho and Athletics . Sports equipment as well as fitness related equipment are made available for all these games to the students. Gym facilities are available for students and teachers. Carom board, Badminton, Volleyball, Tennis ball, Football or any other sports equipment is issued to the students by depositing their student ID whenever they got free time in their schedule. Procurement of new equipment is done by following a proper procedure. The equipment are purchased according to the requirement of the teams that practiced for the Inter- College, and other Open and Invitational Tournaments. Department also maintain the record of student attending daily sports practice, their refreshment and other requirements related to their respective game. Department also take care of the routine services of the various machines like gym machines, computer and printer. The peons regularly maintain the ground by regularly mowing the grass, watering the dry areas, levelling the ground, marking of the play fields, weeding, pest control, on weekly basis during growing season and preparing ground for practice matches and tournaments.

❖ **Classrooms and Building maintenance**

Physical infrastructure which includes the classrooms, administrative block, toilets, Boy's room , Ladies' room, seminar room, multi-purpose hall is maintained by the peons under the supervision of OS. SafaiKaramcharis are hired on daily wages to do the cleaning of the whole building. Cleaning is done twice daily and Saturdays are days of deep cleaning and maintenance of the building.

❖ **Additionally:-**

1. There is lab assistant, who maintains the stock register by physically verifying the items round the year.
2. Department wise annual stock verification is done by concerned Head/In charge of the department.
3. Regular maintenance of Computer Laboratory equipment's are done by laboratory Assistant along with peons and they are headed by the faculty in charge.
4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of gardens is done by Institute's concern Employees.
5. College campus maintenance is monitored through regular inspection.
6. Upkeep all facilities and cleanliness of environment in Boy's Room and Ladies' Room , Boys' and Girls' Hostel, is maintained through Hostel monitoring committee.
7. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
8. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
9. Regular maintenance of the water cooler and water purifier is done regularly.