

# **Adarsha Comprehensive College of Education and Research Pune**

## **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, books, sports equipment, lab equipment, etc. But a decentralized procedure is followed to facilitate better working and convenience of the students and the staff who are going to use it.

##### **Laboratory: -**

**Policy: -** 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.

**Procedure: -** 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. One representative of student is also selected who assists the in-charge staff member in the work.

##### **Library: -**

**Policy: -** There is a full time qualified and dedicated librarian in the college. He 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 soft copy of the dead stock register is maintained in the library. The annual report of the department is taken at the end of the year.

**Procedure: -** 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: -**

**Policy: -** One staff member is the in-charge for the Science laboratory. He/ She looks after the equipment.

**Procedure:** - 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: -**

**Policy:** - The maintenance of the computer lab is done by the Computer Division of the Adarsha Shikshan Mandali, centrally. There is also a staff member of the college who is the in-charge and a non-teaching staff member who assists him.

**Procedure:** - 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: -**

**Policy:** - The Head Clerk and the Office Assistant 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.

**Procedure:** - 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.

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