



Shri. Hemantrao Jamkar
President

Adv. Kiran Subhedar
Vice-President

Shri. Vijayrao Jamkar
Secretary

Dr. Vasant Bhosle
Principal

Ref. No. MMVP/2023-24/____ **INTERNAL QUALITY ASSURANCE CELL (IQAC)** Date: ____/____/2024

Criterion IV

4.4.2: There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institution has established systems for the meticulous maintenance and upkeep of physical and support facilities- laboratory, library, sports complex, computers, classrooms etc. Institution has done contracts with external agencies to maintain infrastructure, equipment and other facilities such as fire extinguishers, generators, UPS, air conditioners, water purifiers, water coolers, laboratory equipment and photocopiers. To maintain internet connectivity and CCTV security system, institution hires private technicians, and electricians as and when required for technical and electrical maintenance. For other repairs and maintenance, there is a procedure followed by institution. If any repair and maintenance is required in the facilities, respective HoDs report the requirement to the Principal. Minor repairs are carried out by in-house staff as required. For maintenance by an outside agency, quotations are obtained from several vendors and approved by the Principal. For all types of purchases, requests are made by HoDs to the principal. Under the guidance of the principal, Purchase Committee followed the procedure for purchasing required goods. For construction maintenance, the administration decides on the further course of action as per CDC guidelines with prior approval from the management. Sufficient funds are allotted for the maintenance of physical, academic & support facilities.

- **Maintenance of the various Laboratories:** Institute has 06 Laboratories set up for different Departments,
- **B. Voc. F. T. Lab:** The facility has advanced electric and non-electric Sewing Machines, Overlock Machines, Fusing Machine, Embroidery Machines and Ironing Machines for Garment making and skill practice, Computers with CAD, Coral Draw X4 and Photoshop Design Software utilized for creating garment designs& teaching purposes. A Mannequin displays the garments

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made by the student. To maintain the equipment and facility teachers and staff regularly check any lacuna.

Name of the attendant	Work structure
Shri Madhav Sangde	To attend & solve any daily routine work in the lab
Shri Mahesh Zarkar	To solve any Technical obstacle in the lab

- **Computer Lab:** The facility has computer systems and ICT-related equipment, this equipment are utilized for teaching & training purposes. To maintain the equipment and facilities, the computers and other equipment are regularly checked by teachers.

Name of the attendant	Work structure
Shri. Kashiram Kankudwar	To attend & solve any daily routine work in the lab
Shri Mahesh Zarkar	To solve any Technical obstacle in the lab

- **Home Science Lab:** Sewing Machines, Computers, Microwave Oven and Refrigerator are available for students to use in class and for practice. To maintain the equipment and facilities, all equipment is regularly checked by teachers. Repairs and updates are carried out by the respective technicians as required

Name of the attendant	Work structure
Shri. Mauli Renge	To attend & solve any daily routine work in the lab
Shri Sachin Giri	To solve any Technical obstacle in the lab

- **Music Lab:** Music recording facility with digital recording software (Cubase 5), sound card, audio mixer, microphones, speakers and monitor with a computer. Musical equipment like Tanpura, Harmonium, Tabla, Swarmandal, Sitar, Violin, Synthesizer and Side Rhythms are utilized for teaching & training purposes. The department maintains the equipment from time to time and when a fault or repair occurs on a particular piece of equipment, it is serviced by an

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appropriate technician

Name of the attendant	Work structure
Shri. Mauli Renge	To attend & solve any daily routine work in the lab
Shri. Dharmendra Yadav	To solve any Technical obstacle in the lab

- **Commerce Lab:** With Projectors, Smart Boards and Computers with software such as Tally for studying business accounting with inventory and SPSS for statistical analysis of research are installed and utilized for teaching & training purposes. To maintain the equipment and facilities, the computers and all equipment are regularly checked by the teachers. Repairs and updates are carried out by the respective technicians as needed.

Name of the attendant	Work structure
Shri. Waman Naik	To attend & solve any daily routine work in the lab
Shri. Prashant Kulkarni	To solve any Technical obstacle in the lab

- **English Lab:** The lab contains computers with language software installed such as LEXIS and ORELL utilized for teaching & training purposes. This lab is used by the students to enhance their knowledge of the English language and literature.

Name of the attendant	Work structure
Shri. Madhav Sangle	To attend & solve any daily routine work in the lab
Shri. Prashant Kulkarni	To solve any Technical obstacle in the lab

- **Procedures and Policies for Maintaining & Utilizing Sports Facilities of the College:** The Director of Physical Education and Sports notifies the need for maintenance with details in a statement of need and obtains the prior approval of the Principal. Sports facilities and equipment are available to students during College hours; these facilities are also used for training camps and various Intercollegiate/Interuniversity Tournaments. Students use these



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facilities during their respective sports hours.

- **Sports Complex:** Institute has one Indoor Sports Facility and sufficient, well-maintained sports infrastructure for the numerous indoor and outdoor sports activities. One in-house Ladies' Gym is available for students and ladies' staff and 05 Outdoor Sports facilities are available for outdoor sports.
- **Indoor Sports facility:** There are two wooden badminton courts, one Table Tennis Table, LED floodlights, referee chairs, first aid kits, and a ladder for maintaining the LED lights in this facility. For the enhancement of these facilities, an attendant is assigned. The attendant maintains and cleans both wooden courts daily. These courts are routinely polished for a spotless, non-slip surface. When required, a technician is available to solve electrical issues.
- **Outdoor Sports Grounds:** On campus, there are two Floodlit Basketball Cement Courts, a Kabbadi Clay Court, a Kho-Kho Clay Court with Poles, Volleyball Clay Court with Net & Poles and a Cricket Field. The Sports Committee periodically assesses these outdoor grounds for upkeep and recommends any necessary repairs.
- **Lady's Gym:** The College has established Lady's Gym for motivating girls towards physical fitness. This Gym contains a Multi-Gym System, Treadmill, Cardio Cycle, Skipping Ropes, Dumbbells, Yoga Mats and Medicine Ball. This facility is maintained by respective technicians frequently as per the need.

Name of the attendant	Work structure
Shri. Vijay Paliwal	To attend & solve any daily routine work in the lab
Shri. Sachin Giri	To solve any Electrical obstacle

➤ **Procedures and Policies for Maintaining & Utilizing Classrooms:**

- All classrooms are cleaned each day, and the facilities are maintained



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by the appropriate Peons and 02 Attendants under staff supervision every day.

- The Head Clerk and the discipline and cleaning committee jointly monitor the maintenance work.
- According to the master timetable, teachers use the classrooms to teach, and students use them to learn. Additionally, a variety of student-focused programmes are conducted in the classrooms (Curriculum & Extra Curricular Activities).

Name of the attendant	Work structure
Shri. Waman Naik Shri. Kashiram Kankudwar Shri Mauli Renge	To attend & solve any daily routine work in the lab
Shri. Sachin Giri	To solve any Electrical obstacle

➤ **Procedures and Policies for Maintaining & Utilizing Library:**

- The Library Advisory Committee makes efforts to maintain the library's facilities and resources. Fire extinguishers and insurance policy coverage are accessible to keep resources away from any disaster. The attendant keeps the library's materials free of dust.
- The librarian alerts the Principal of the need for maintenance and includes specifics in the demand note.
- The requirement and list of books taken from the concerned departments and the Head of the department are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
- Students are encouraged to sign up for library accounts so they can access OPAC.



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- Inside the reading room, a suggestion box is set up to collect user comments.
- Students must have "no dues" from the library to take exams to assure the return of books.-
- A correct daily report of visitors, including employees and students, is kept by the librarian.
- The library committee also plans for and decides on other topics, such as the elimination of outdated titles, the schedule for borrowing and returning books, etc.

Name of the attendant	Work structure
Shri. Naidu	To attend & solve any daily routine work in the lab
Shri. SachinGiri	To solve any Electrical obstacle

➤ **Policies and Procedures for Using and Maintaining Administrative Block:**

- The Principal and non-teaching personnel use the Administrative Block for administrative tasks. The assigned peons and sweepers take care of maintaining these premises.

Name of the attendant	Work structure
Shri. WamanNaik Shri. KashiramKankudwar Shri MauliRenge	To attend & solve any daily routine work in the lab
Shri. SachinGiri	To solve any Electrical obstacle
Shri. GovindBobde	Plumber

➤ **Procedures and Policies for Maintaining & Utilizing For Rest Rooms, Urinals & Toilets:**

- All of the institution's stakeholders can use the Rest Rooms, urinals and toilets, which are sufficient. Every day during the morning session, as needed,

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the urinals and toilets are cleaned for maintenance.

- The Head Clerk and the discipline and cleaning committee jointly monitor the maintenance work.

Name of the attendant	Work structure
Shri. Vijay Gaikwad	Cleaning & Maintaining urinals & toilets daily
Shri. Sachin Giri	To solve any Electrical obstacle
Shri. Govind Bobde	Plumber

- **Procedures and Policies for Cleaning and Sweeping:** This work is carried out by a group of peons and scavengers with the help of the cleanness committee. These individuals clean and sweep the hallways, classrooms, restrooms, and other areas. The office staff and cleanness committee keep an eye on their job and any associated maintenance problems.

Name of the attendant	Work structure
Shri. Vijay Gaikwad	Cleaning & Maintaining urinals and toilets daily
Smt. Anitabai	Cleaning Classrooms, Lobbies & Open Stages
Smt. Raskatla	Pathway & other areas
Shri. Sachin Giri	To solve any Electrical obstacle

- **Procedure for maintaining Overhead and underground Water Tanks:**
The peons and scavengers do the cleaning g of the overhead and subsurface tanks on a call-only basis.

Name of the attendant	Work structure
Shri. Vijay Gaikwad	Cleaning & Maintaining Overhead and underground Water Tanks
Shri. Govind Bobde	Plumber

- **Procedure for maintaining Garden & Medical Plantation:** Gardner is in charge of all gardening tasks on campus, including trimming, cleaning, watering, and soiling.



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Name of the attendant	Work structure
Shri. Waman Naik Shri. Kashiram Kankudwar Shri Mauli Renge	To maintain the Garden & Medical Plantation
Shri. Govind Bobde	Plumber

- **Security of the Campus & Hostels:** An approved security firm has an annual contract to safeguard the security of the Campus & Hostels.

Name of the attendant	Work structure
Maroti Multi Services	Security Guard Provider
Shri. Prashant Kulkarni	Maintenance of CCTV Surveillance

- **Procedure for maintaining the Canteen:** Canteen Committee is in charge of all Canteen related work, the canteen is maintained by a private vendor including cleaning, food security & other maintenance.

Name of the attendant	Work structure
Canteen Committee	To maintain the food quality of the canteen
Smt. Mahananda Tai	To run the canteen smoothly
Shri. Govind Bobde	Plumber

- **Utilization of facilities:** Every department keeps track of its equipment inventory in a stock register. A thorough inspection is performed every year, and the stock is verified. The HODs regularly report on the need for maintenance and repairs to the Principal Office. The security officers and peons make good use of the parking facility. CCTV surveillance is used to monitor campus maintenance. The Peons regularly perform and supervise housekeeping duties. Thus, maintaining and using the physical, academic, and support facilities ensures a smooth, systematic, and orderly learning environment.



Nutan Vidya Mandir Education Society's

Late Sow Kamaltai Jamkar Mahila Mahavidyalaya, Parbhani

[B. A., B. Com., B.C.A., B. Voc. (F.T.), M. A. (Music), M. Com., M.Sc. (C.S.) and M.Voc. (F.T.)]

Affiliated to S. R. T. M. University, Nanded Study Center: Y. C. M. University, Nashik
Reaccredited with NAAC 'B++' Grade, UGC – College with Potential For Excellence, ISO 9001:2015

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Facilities	Maintenance Person	Work
For Other Physical Facilities		
All Physical Facilities of the Institution	Shri. Rouf Bhai	Welding Work
Ladies' Urinals & Rest Rooms, Girls' Hostel	Smt. Anitabai	Scavenger
Lab Cleaning	Smt. Raskatla	Scavenger
Maintenance of Indoor & Outdoor Sports Facility	Vijay Piwal	Attendant
For Academic Facilities		
Computer Lab	Shri Zarkar & Mahesh	Technician
Fashion Technology Lab	Shri Madhav Sangde	Attendant
Eng. Dept. Language Lab.	Shri Kashiram	Attendant
Home Sci. Lab.	Shri Renge	Attendant
B VOC (T) Lab.	Smt. Raskatla	Attendant
Research Center & Commerce Lab	Shri Swami	Attendant
Other Support Facilities		
Solar System	Shri. Dhalkari	Technician
Water Purifier	Shri. Dhalkari	Technician
Xerox Machines	Shri. Yogesh Patil	Technician
Invertors & Generator	Balu Kaldate, Shri. Chavan	Technician
Health Care Center	Shri. Dudhare	Medical Attendant
Yoga Center & Ladies Gym	Shri. Viajy Piwal	Attendant
All Campus CCTV Surveillance	Shri. Prashant Kulkarni	Technician
Canteen area	Smt. Mahananda Tai	Attendant


IQAC Coordinator
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