



Dharmaveer Diliprao Rahate Shikshan Va Bahu-Uddeshiya Sanstha, Mehkar's

Smt. Sindhutai Jadhao Arts & Science Mahavidyalaya

Janephal Road, Mehkar Dist. Buldana, Maharashtra 443301

Affiliated to Sant Gadge Baba Amravati University, Amravati (College Code-330)

Contact No.: 9860974148, 9881361469

Website- <http://ssjasm.in> Email ID: mahilamaha7@rediffmail.com



President

Mr. Prataprao Jadhao
MP Buldana

Secretary

Mr. Rushikesh Jadhao
M.B.A.(H.R.)

Principal

Prof. Dr. Balaji Lahorkar
M.Sc., M.A., M.Ed., SET, Ph.D.



Systems and procedures for maintaining and utilizing the physical, academic & support facilities:-

Laboratory, library, sports ground, computers, classrooms

The Institute believes in the philosophy of optimum utilization of all facilities available. Therefore, it has predefined procedures and policies for its maintenance and utilization.

Systems and procedure of maintenance:

There is an established system for regular as well as time bound maintenance of all physical facilities. The maintenance work is carried out at two tiers. At level one, we have regular support staff and campus infrastructure maintenance committee. The support staff is regulated under the concerned head of the departments and committee. The head of the department and concern committee assigns responsibilities to the laboratory staff.

It involves monitoring and regulating cleanliness, vigilance, and maintenance of the equipment. At tier two levels, the Institute has constituted agreements as follows. The college has signed following contracts for maintaining and utilizing physical facilities available in the campus:

Nature of Particular Task and allotted Agency/Person

1. Gardening: - Mr. Rameshwar Shivaji Nawale Contact No. - 9011413936
2. Electric maintenance: - Mr. Shaikh Gaffar Shaikh Ibrahim Contact No. - 9922035535
3. Security Services: - Mr. Anil Chikhalekar Contact No. - 9623251152
4. Science Laboratory Maintenance: - Mr. Vipul Munot Contact No. - 7709600486
5. Construction Maintenance: - Mr. Nanasahab Shelke Contact No. - 9922282812
6. Furniture Maintenance: - Mr. Rohit Janglu Jadhav Contact No. - 9970639627
7. Computer and ICT facility maintenance: - Mr. Manish Mishra Contact No. - 9423446433
8. News paper and Library periodicals: - Mr. Dnyaneshwar Ingle Contact No. - 7666934729
9. Sweeper: - Mr. Vikas Manoj Dagar Contact No. - 7057958394

The maintenance procedure is supervised by the concerned head of the departments and the office superintendent. The department heads report to the Principal and the Principal directs the office superintendent to execute the affair.



The office superintendent has the authority to depute the concerned staff wherever it requires. At the end of every academic year, stock verification is carried out by each department which is comprised of members of the departments and scrutinizes physical verification of stock, books and the instruments available in library, laboratory and office.

The breakages are sorted out; if the equipment is repairable then they are forwarded to the concerned agency/mechanics. The irreparable are suggested to right off from the stock book. The department heads submit the report to the Principal.

Maintenance and utilization of physical facilities: The security in-charge Mr. Anil Chikhalekar supervises the maintenance of the physical facilities including parking lots, campus roads, garden, building corridors and canteen.

Sweepers and cleaners are hired to maintain the sanitary units.

The College Environmental Awareness & Garden Maintenance Committee maintains the garden as well as flora and fauna in the campus. Dr. Digambar Pawar, HoD, Dept. of Botany handles the responsibility as coordinator. College garden maintenance committee work to maintain the college garden.

Canteen: College provides the hygiene canteen facility. Mr. Vishal Patil Provided catering services. The canteen will run from 9.00 A.M to 5.00 P.M only. Students and staff shall be charged according to what they take from the canteen. Tea, coffee and breakfast etc. are available. All students shall strictly observe the break timings. Students are not permitted to be inside the canteen during class hours.

Maintenance of academic and support facilities:

Laboratories: The routine maintenance of science, and computer laboratories is carried out by support staff of the concerned departments. The technical staff and head of the department identify non-functioning instruments. If possible such instruments are repaired by the technical staff. Under warranty instruments are repaired by the concerned supplier. For remaining instruments, head of the department seeks the Principal's permission for external technical help.

Library: The librarian, in consultation with library advisory committee looks after the maintenance and functioning of the library. Every year, library stock verification is carried out. Manual stock verification is done after every five years. Overused torn books are sorted out for binding. The wreckages are written off from the stock book. New and latest books are purchased as per requirement, thus to maintain the proper library collection.

As a part of vigilance and security of resources certain measures have been adopted. In order to prevent any untoward incident, windows are covered and surveillance cameras. The library treasure is protected with anti-termite treatment. Naphthalene balls are kept in every stack to protect the books. Fire extinguishers and fire fighters are also installed. Fire extinguishers are regularly refilled.


Computers: There are 40 computers out of which 30 computers are used for academic purpose. Thirty computers are used for academic purpose and remaining used for administrative purpose. To access e-resources and to protect the data in safe, every year software of antivirus are periodically installed.

The outdated and irreparable computers, printers, Xerox machines are replaced by the new updated stocks. College has MOU with Riddhi Computer Agencies, Mehkar.

Sports Complex & Gymnasium: The indoor and outdoor sports facilities including yoga and meditation & Gymnasium centre are maintained by the Dr. Sangita Khadse, Director of Physical Education. For effective maintenance of the resources available in sports complex, certain services are hired by appointing external experts including Holly-ball, Badminton, Gym and Cricket etc.

Support Facilities: The institute has formed different committees for the smooth function and maintained of various facilities. The committees are: Timetable, Admission, Research, Sexual Harassment, Library, N.S.S, Purchasing and maintenance, Sports Committees etc. There are technicians, plumbers; carpenters are deputed by management for classrooms and infrastructure in the campus. Suggestion Box is kept in the campus for all concern.




Principal
Smt. Sindhutai Jadhav Arts
& Science Mahavidyalaya
Mehkar