

Union Education Society's

# Mahila Mahavidyalaya Solapur

## Internal Quality Assurance Cell

### POLICY FOR MAINTAINING AND UTILIZING PHYSICAL

#### ACADEMIC AND SUPPORT FACILITIES

The institute has a systematic mechanism for maintenance of all the above facilities. Some of them are maintained by an Annual Maintenance Contract (AMC) given to concerned agencies, some are maintained by external agencies on demand as per the need and the others are maintained by the faculty members of the institution and skilled staff appointed by the management. Our parent institute has appointed various dealers for purchasing computers, printer and other ICT devices. At college level, there are different committees to monitor the smooth functioning of the college. The major among them are Steering Committee, Purchase Committee, Library Advisory Committee, Gymkhana Committee, Cultural Committee, etc. Each committee has to shoulder certain responsibility defined at the beginning of academic year.

#### **Policy for Physical, Academic and Support facilities:**

The college has enough space to accommodate all the requirements. There are enough classrooms for routine classes with library, administrative office and other basic facilities as per the university affiliation norms. Internal cleaning of the college building is equally distributed among all the support staff. Administrative work is also distributed as per the govt. rules. Garbage Van (Ghanta Gadi) of Municipal Corporation of Solapur, regularly collects it. Both urinals and toilets are also regularly cleaned with proper hygiene. Furniture if any, damaged is replaced by new ones. Black boards and glass boards if broken are changed urgently. Broken glass panels of windows are replaced once in a year. Electric fans are provided for ventilation in the classrooms. Coloring of the building is done as and when required. The college has its own canteen and offered on annual contract basis which provides good quality food items at affordable rates; college reviews its rate and gives specific instructions about the hygiene and quality of the food.

#### **Maintenance and utilization of Library:**

Library has an advisory committee appointed by the Principal to monitor the smooth and effective functioning of all the services provided. It also shoulders various responsibilities like finalizing the annual budget, purchase of the reference books, purchase of the text books and some other important books, journals and periodicals, etc. Library is partially computerized; it also uses the system of catalogue (OPAC). Monthly cleaning of the books and racks is done to preserve them. The advisory committee makes suggestions regarding the extension of the library. It also takes decision about the book collection late fees, deposits, weeding out policy of the outdated books etc. The Library provides open access for all users. . Library makes available newspapers in Marathi, Urdu and English language. Library provides facility to out-door readers who include retired staff, alumni and general readers, and staff members of colleague institute. Every year Stock verification has done as per the guidelines of the norms. Librarian seeks recommendations from the Departments to purchase necessary books. After arrival of the new books their titles are shared to staff and students. The library is using 'SOUL 2.0' software for

automation of the library; The library has Inter Library loan facility with other libraries in the vicinity. Library has a good collection of rare books and it has signed an official MoU with one of the oldest local library for exchange of books and other services.

#### **Maintenance and utilization of computers:**

Maintenance of computer is done regularly as per requirement and major work is done during the vacation. In case of physical damage we call expert from related agencies. Power back up is provided to the computer systems to use them optimally. Broadband Leased Line FTTH Internet is provided. LAN and internet connectivity is regularly tested. The college conducts examinations of the university through online mode and training is provided to the staff when needed. The college website is maintained by ICON Computers, Solapur.

#### **Maintenance and utilization of Sport Complex:**

College has Gymkhana facility with a large play-ground which is well maintained and used optimally. Gymkhana has facility of indoor games such as table tennis, chess and carom etc. We have plenty of availability of space on the play-ground with running track on which we have two Kho-Kho grounds, Long Jump unit, Kabaddi ground, spacious Volley-ball ground. The college has organized sports competitions and NSS camps at District level, Zonal level and Inter zonal. Students of the college have participated at University, State and National level.

#### **Extra-Curricular Activities:**

There is a hall for Cultural and other activities. It is well equipped with the audio-visual system and maintained regularly. Local Managing Committee takes proper decisions and implements them for the betterment of the college and for the welfare of students. The Institution has a provision of budget allocation for various activities. The necessary amount of budget is fixed in the meeting of L.M.C. along with Heads of all the Departments. We take care that maintenance like repair of furniture, electrical work and equipment is get to be done from respective agencies at proper rates.