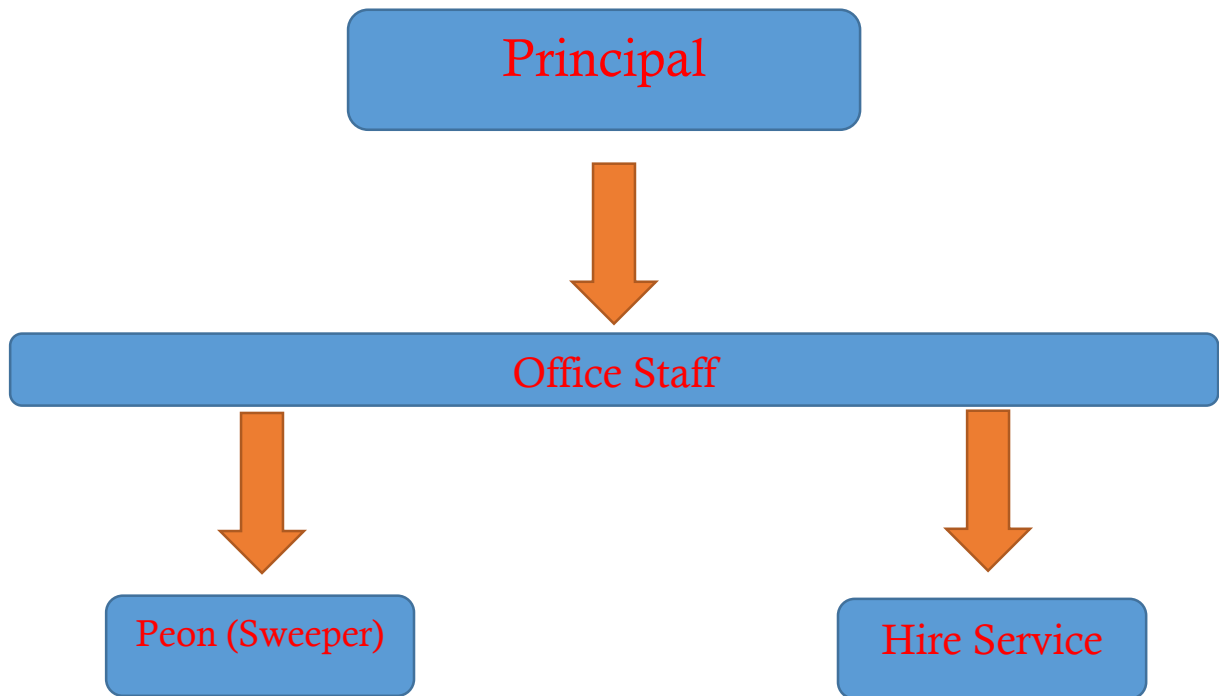


## Maintenance Procedure

The college was established by Rayat Shikshan Sanstha's on 15th June 1989 for the education of girls. Our College has the policy for infrastructure maintenance as specified by the statutory bodies both in terms of quantity and quality. Arts and Commerce faculty departments shall strictly follow the procedures and guidelines of the institute with regard to cleanliness and preventive and corrective maintenance of infrastructure. Regular cleaning, Regular inspection and maintenance of equipment.

## Maintenance Procedure



Principal,  
Sou.M.R.Jagtap Mahila Mahavidyalaya.  
Umbraj

### **Infrastructure –**

- 1) Class rooms
- 2) College Office
- 3) Principal Cabin
- 4) IQAC Office
- 5) Language Lab
- 6) Computer Lab
- 7) Waiting Room
- 8) Staff Room/Department
- 9) Gents Toilet
- 10) Ladies Toilet
- 11) NSS Office
- 12) Reading Room
- 13) Library
- 14) Ladies Room
- 15) Examination Section
- 16) Seminar Hall
- 17) Gym
- 18) Canteen

Teacher and students provide feedback on any issues related to classrooms, Computer equipment, maintenance, etc. which is conveyed to the authorities concerned and resolved.

### **Library advisory committee (Knowledge Resource center)**

Library advisory committee meetings are held once in a semester, where faculty and students provide advice on the adequacy of titles and volumes of books and periodicals.

### **Maintenance Type**

Daily- Every day cleaning, floor cleaning, remove dust

Weekly- Floor mopping, Maintenance of Computer

Monthly- Inverter and UPS in-charge checks

Yearly- Computer & Language lab are identified by HOD and committee

Preventive-Its depend on current situation



Principal,  
Sou.M.R.Jagtap Mahila Mahavidyalaya.  
Umbraj