

**Nandurbar Taluka Vidhayak Samitis'**  
**College of Education, Nandurbar Dist. Nandurbar**  
**Academic Year 2017-2018**  
**Procedure and Policies**

At the beginning of the academic year budget is allocated for infrastructure augmentation, academic facilities, physical facilities, and their maintenance. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students. The college and IQAC of the college follow the following procedure and policies to maintain and improve the quality of the institution.

**Procedures and policies:**

There are various committees for maintaining and utilizing physical, academic and support facilities in the college. The college has adopted decentralized mechanism to maintain the above-mentioned facilities. The various committees keeping sync with IQAC ensures the proper maintenance and utilization of the facilities as per the allocation of the budget.

**1. Maintenance of Academic Facilities**

The academic requirements regarding books, journals, developing teaching aids and materials, IT facilities along with the budget are placed by the staff and IQAC. IQAC places the requisition to the principal and then the principal forwards the issues to Administrator/Governing Body, Finance Committee, Tender Committee, or any other relevant committee based on the requirements as per relevance. After the approval from the committee college purchased need-based materials from various ways such as by tender, by purchasing from market etc. according to requirement. The stock register is maintained after the purchase.

**2. Maintenance of Physical Facilities**

The maintenance of the physical facilities is looked after by the subcommittees. The regular cleaning of the classrooms, library, method rooms and laboratory, for any other maintenance related to electricity, plumbing, lab machineries, playground, building, hostel, gymnasium and canteen, the Sub committees in coordination with the office arranges everything according to the demands raised by the staff.

**3. Campus Cleaning**

The college do not have gardening staff so the work is allotted to the peons of the college, they look after the cleaning and gardening in the area. The campus (including classrooms, laboratories, and playground) is kept clean and it is look by the committee to suggest any regarding with cleaning.

#### **4. IT infrastructure / Computer Facilities**

The maintenance and upgradation of the IT infrastructure are done by the Computer Repairing and Maintenance Committee. Teachers are given training to ensure optimal utilization of ICT facilities. The laboratory equipment is maintained by the concern department staff. The concern faculty demands the require equipment to the principle and the action was took place by permission of the management.

#### **5. Sports Facilities:**

The Sports Committee monitors the ground and equipment of sports and games are regularly maintained. The Gymnasium is maintained and monitored by the staff and Gymnasium Committee of NTVS (Management) where the students regularly visit on all working days.


#### **6. Library Facilities**

The library committee maintain the existing books and take decision about buying new books as per allocation of funds and demand of the books provided by the staff and students.

#### **7. Academic Activities-**

The academic activities are planned at the beginning of the academic year. The in-charge faculty looks after it. The permission of the principal, schools is taken and lessons, internship programmes are organized as per the plan.

Prin. Dr. M. S. Raghuwanshi  
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**PRINCIPAL**  
N.T.V. Samit's  
College of Education, Nandurbar