



**Jai Jagdamba College of Education**  
**(B.Ed.)**

**Vairag, Tal. Barshi, Dist. Solapur 413402**

**MAINTAINING POLICY**

**!! Jai Jagdamba Prasana !!**

**P.A.H. Solapur University, Solapur**

**Jai Jagdamba Bhu-uddeshiya Sanstha, Sarjpur**



**Jai Jagdamba College of Education (B.Ed.)**

**Vairag, Tal. Barshi, Dist. Solapur - 413 402**

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**Describe policy details of systems and procedures for maintaining and utilizing Physical, Academic and Supports facilities for the year 2022-23**

Jai Jagdamba College of Education, Vairag is well equipped with all facilities needed for best learning environment. College has all essential exclusively owned infrastructure like Lecture Hall, Method Rooms, Psychology Lab, Computer Lab (20 Computer), Library with Reading Room, Seminar Hall, Principal office and College Administrative office, Students Common Room.

- A purchase committee is working in the college to purchase educational materials, furniture or other necessary materials in the college. All the equipment required for the college is purchased through this committee. The said committee works for the purchase in the college. If there is a large amount of expenditure, the said committee takes the estimated amount of the expenditure

and informs the committee members about it. The representative of the institution takes a decision on the said information and the college work is completed.

- A library committee is working for the purchase of books in the college library. The library committee buys the required books every year. The records of the books are maintained by the librarian. Students are given reference books twice a week for home use. Students have to change the books every week. Books are given to students for study through open book access in daily libraries. A library card provides books for students to study in the library. Reference books, magazines, dailies are used by students in the library. The books which are much damaged in the library are taken aside by the librarian, after proper inspection the said books are put in the trash. The library buys new books from the proceeds. The records of daily newspapers received in the library are maintained by the librarian. There are various cupboards for the library. All the books in the library are well maintained in these cupboards. The cleaning staff of the college maintains cleanliness to clean the library.
- College electrical work is done by calling an electrician from the area. All electrical repairs in college buildings and libraries are done by electricians
- Cleaning staff has been appointed to clean the school. Cleaning staff cleans the college premises, classrooms, office, and

principal's room. Classroom, teacher staff room, office, principal room all rooms are cleaned daily by cleaning staff. Student Cleanliness Planet, Student Cleanliness Planet is cleaned daily. Phenyl, aromatic pills are used for this. Necessary cleaning materials are purchased through the office. It is used by sweepers.

- Cleaning of college premises is done by non-teaching staff. The waste generated on the college grounds is collected and destroyed. Compost is created by collecting the fallen leaves of trees. The cleanliness of the college campus is also maintained through the college students. Under the social service demonstration in the B.Ed. course, the college premises and the area around the college premises are cleaned by the B.Ed. students as part of the social service work at the college level. For this purpose, different students are grouped and mentored by professors. The college campus is cleaned through them.
- The plumbing works in the college are done through outside agencies. Any plumbing related work is done by calling the plumber in the college premises and showing them. Its quotation is taken. The said work is completed by approving the quotation.
- Water purifier, Computer is paid to concerned external agencies.
- Maintenance for Electrical work, Carpentering Work, Plumbing work, Printers, Projectors and biometric system is opted through on call facility.

- Regular updating of Anti-virus software ensures the safety of all computers from data theft and virus attacks.
- Regular cleaning is done by sweeper.
- Tally used for accounting purpose and keep financial transactions including purchase and infrastructure.
- Fire solution is installed 2 places in the premises.



  
**I/C Principal**  
Jai Jagdamba College of  
Education Vairag Tal-Barshi