

Terna Public Charitable Trust's
**TERNA MAHAVIDYALAYA (Arts, Science & Commerce),
OSMANABAD.**

Post Box.No.51, Plot No.1, M.I.D.C. Area, Osmanabad Tq.& Dist.Osmanabad.413501(Maharashtra State)

Dr. Padmasinh Patil
Ex. M.P.& Ex. Minister, Maharashtra State
President

Dr. Ashok Gholkar,
M. A., M .Phil .Ph.D.
Principal

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

The systems and procedures for maintenance and utilizing physical, academic and support facilities- library, sport complex, computer and classrooms etc, the principal forms various committees for maintenance of infrastructure facilities in campus. Regular maintenance and care is taken by administrative office in consultation with the principal. College maintain dead stock register of equipment, instruments etc.

The principal forms a purchase committee in the college. This plan is put forth in the meeting of purchase committee which is chaired by the principal .In this meeting important decision are taken and after getting approval from purchases and maintenance expenses are utilized. Required material and equipment are purchased with the permission of Head Office of Terna Public Charitable Trust Omarabad. After getting approval from Head office the purchase committee makes maintenance. The college development committee analyses the reports and reviews obtained from purchase committee.

Library: - The Library requirement and list of books is taken from the concern departments and all Head of the Department are involved in the process of purchasing of the books. The finalized list of required books is duly approved by the principal. The library staff takes the precaution of preservation of library books by periodic paste control, book binding etc. The Library Committee identifies the developmental needs of library and plan working accordingly.

Sport:- Physical Director and supporting staff takes necessary ground maintenance as well as takes care of sports equipment time to time.

General Maintenance:- Staff from I.T.I. run by our Trust's care of repair, service and maintenance of electric fitting. The College has a computer lab consist of 45 computers with internet connectivity. Maintenance and minor repairs of computers is done by Lab Technician.

Maintenance of Classroom:- College have 13 classrooms and one multipurpose hall. All classrooms have comfortable and sufficient seating arrangement Classrooms are clean by the college peon. Desks are repaired and damaged desk replaced by new ones.

Overall maintenance of equipment repairs and water cooler etc. is done by outsourcing mechanics as per the suggestion of the respective committee and staff.


Co-Ordinator
IQAC Terna Mahavidyalaya
(Arts, Science & Commerce)
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PRINCIPAL
TERNA MAHAVIDYALAYA
(Arts, Science & Commerce)
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