

## **Procedures and practices for maintenance.**

The Institution has a set mechanism for maintenance and utilization of the different facilities under the Chairmanship of The Principal of the college. The committee is headed by a co-ordinator with members from the faculty. About 10 different committees have been set up to look after the maintenance and Utilization. The Central Maintenance committee looks after the maintenance of the facilities In co-ordination with the Heads of the Departments and Public Works Department. Every Science department has a Laboratory Assistant and Laboratory Attendant. The Laboratory Assistant looks after the maintenance and keeps a record of different instruments and their utilization in the laboratory. The Laboratory attendant looks after the cleanliness of the laboratory and the department. The Sports Director looks after the Sports department. The director with the help of assistant looks after the maintenance and utilization of different equipments in the Sports Complex. A Librarian and his staff carry out day to day affairs of the Library. A separate library committee, with the librarian as a member has been formed to look after the maintenance and utilization of the Library facilities. Boy's Hostel and Girl's Hostel committees along with the Rectors look after the maintenance and utilization of the Hostel facilities. Both the rectors stay in the campus. A separate maintenance committee oversee the water supply and power supply to all the infrastructure in the campus. A web-site, Information and Technology committee maintenance of the Web page of the institution, the internet facilities in the departments and the library and the utilization of the computer facilities. A Botanical garden committee looks after the garden facilities in the campus. The Green House is maintained under the guidance of the committee. Beautification of the campus by planting trees is done under the guidance of this committee. The Central dead-stock and write-off committee prepares a detail report of the list of instruments, equipments, computers, printers that are not working and cannot be repaired or are of no use in the departments, office etc. They obtain the write-off list from all the Heads of the Departments. The instrument or equipment is written-off only after certification from an expert. The list after approval by the Principal, is further sent to get permission for write-off to the Director, Higher Education, Pune. For maintenance and proper utilization, The institution has AMCs for computers and accessories, Website, Internet, Softwares, Aquaguards etc. The maximum utilization of the laboratories, classrooms, equipments etc. in the department is the responsibility of the Heads of the Department. The Time-table committee with the help of all the Heads of the various departments prepare a time-table that ensure a maximum utilization of the facilities. All these different committees provide a detail report from time to time regarding the maintenance and utilization of facilities in various departments to the Principal of the college. Different proposals regarding the maintenance of the facilities are sent to the Public Works Department of Maharashtra. The Budget allocation is made by the Finance department of the State Government.

## Student Satisfaction Survey(2018-2019)

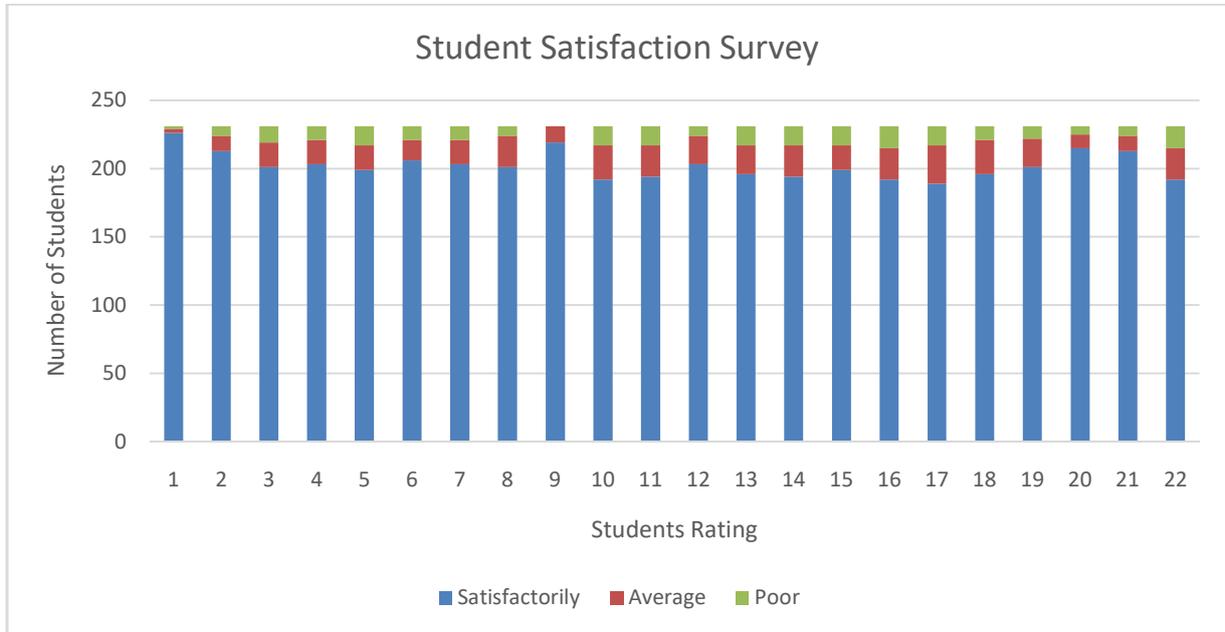


Figure 1. Student satisfaction Survey

The students are backbone of teaching learning process. In order to evaluate the facilities provided by the institutions to the students, it is essential to know their views. To know these views we have made our own structured feedback forms based on NAAC guidelines, which has been named as “Student satisfaction survey”. The feedback forms contents 22 questions based on teaching learning process, Infrastructural facilities and curricular, Co-curricular, Extracurricular activities conducted. The question are available on our college website. The students can submit their opinion in the form of soft copy to the institution.

The question cover following four areas –

Category /gr. I –Teaching learning process

Category /gr. I –Personality Development

Category /gr. I – Infrastructural facilities

Category /gr. I – Administration of institution.

- Overall six questions are included in first category. The collected answers give information regarding completion of syllabus teachers quality examination pattern ICT tools use that is overall teaching learning process adopted by the institution.
- The 2<sup>nd</sup> category is regarding overall personality development of the students. Participation of students in departmental club activities and other activities helps in shaping their personality. There are six question in this group.
- Our institution is run by Govt. Of Maharashtra. The college has spacious classrooms, Well equipped labs, well developed gymkhana, Library, Well-furnished Auditorium and Hostels. Opinion on these infrastructural facilities is included in this group.
- The last category – IV is related with questions regarding overall administration of the institution.
- After collecting the information from the studiers we have analysed the answers. Every question has provided options in the form of rating. So that we can count marks/rate for each question. Depending upon the rating given by students we have calculated average & expressed it as percentage. The overall analysis of the SSS indicate-
- The teaching learning process of the institution has received high rating. About 90% students have satisfied with this processes.
- The efforts conducted by the institute to analyse strength & weaknesses of the students & enhancing participation of them in diff. Activities has receives 85% marks.
- The students are satisfactory with the infrastructural facilities provided by the institution. The rating is 87%
- The marks achieved for administration of the institution is 83%

Thus the SSS analysis indicates that the students are giving positive responses to the efforts taken by the institution. SSS is just like a mirror which reflects student's opinion regarding our institution.