

Priyadarshini Mahila Mahavidyalaya, Wardha

4.4.2

SYSTEMS AND PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The college has established a clearly defined system and procedures for the utilization and maintenance of physical, academic and support facilities on its campus.

- The College Development Council reserves all the rights to take decision over all planning, purchasing, maintenance and yearly augmentation relates issues.
- CDC is the apex body to look after these above things.
- College has a central procurement system, where all departments can approach to place demands for facilities and get support on maintenance.
- The general facilities are under the care of the administrative office and looked after by the principal and superintendent of the college.
- Campus maintenance and facilities maintenance are regular features and the maintenance activities are done in a timely manner.
- As regards equipment and amenities, the college has annual maintenance contracts with different agencies, which are responsible for their maintenance.
- The college aims at an optimum utilization of its facilities, for which sake practices like inter-departmental sharing of equipment or resources.
- Teams of administrative staff and teaching staff are allotted the responsibility of regularly monitoring the performance, maintenance and utilization of various facilities.

4.4.2



श्री बापुरावजी देशमुख प्रतिष्ठान संचालित

प्रियदर्शिनी महिला महाविद्यालय, वर्धा

सावित्रीबाई फुले ज्ञानमार्ग, न्यू नालवाडी, वर्धा

फोन (07152) 242107, 250206 ई मेल: pmmwardha1@rediffmail.com, www.pmm.ac.in

Principal : 09763858575

PMM/

Dt.

Duties and Responsibilities of Non-teaching staff

Sr. No.	Name	Designation	Assigned Responsibility
1	Mr. Vednath Chaudhari	Head Clerk	Audit, Service Book updation, Statistical Report, Joint Director Office, Nagpur Salary work, Other Cash book & Ledger Book work.
2	Mr. Vinod Bawane	Junior Clerk	Student Admission, Affiliation Fees, University Examination Work, TC Issuing, Student Record Maintenance and other work.
3	Mr. Dinesh Bhagat	Junior Clerk	Student GOI Scholarship work, Receipt, GOI Cash Book and Ledger Book and other work.
4	Mr. Vijay Raut	Peon	Cleaning Office and Classrooms, Bell, Watering the plants and garden and other works suggested by Principal, Teaching staff
5	Mr. Bhojraj Munjewar	Peon	Cleaning Office and Classrooms, Bell, Watering the plants and garden and other works suggested by Principal, Teaching staff
6	Mr. Naresh Aaglawe	peon	Cleaning Office and Classrooms, Bell, Watering the plants and garden and other works suggested by Principal, Teaching staff



[Signature]
Principal,
Priyadarshini Mahila
Mahavidyalaya, WARDHA.