



Manoharbhair Shikshan Prasarak Mandal Armori's

**MAHATMA GANDHI ARTS, SCIENCE & LATE  
NASARUDDINBHAI PANJWANI COMMERCE COLLEGE  
ARMORI.**

**Dist. Gadchiroli (Maharashtra) 441 208**

**Affiliated to Gondwana University, Gadchiroli.**

**Re-accredited by NAAC 'A' with 3.24 CGPA**

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**ANNUAL QUALITY ASSURANCE REPORT**

**AQAR : 2023-2024**

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**CRITERION – IV**

**INFRASTRUCTURE &  
LEARNING RESOURCES**

**MATRIC NO: ~ 4.4.2**

**MATRIC NAME:~ AVERAGE PERCENTAGE OF EXPENDITURE  
INCURRED ON MAINTENANCE INFRASTRUCTURE  
(PHYSICAL AND ACADEMIC SUPPOR FACILITIES)  
EXCLUDING SALARY COMPONENT DURING THE  
YEARS. (INR LAKHS).**



**Web: - [mgcollegearmori.ac.in](http://mgcollegearmori.ac.in)  
E-mail: - [mgcollege.armori@gmail.com](mailto:mgcollege.armori@gmail.com)  
Phone: - 07137-266558**

**AQAR: 2023-2024: Criteria-IV – Infrastructure & Learning Resources**

### Criteria-4

**4.4.2**      **There Are Established Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities-Laboratory, Library, Sports Complex, Computers, Classrooms Etc.**

*Additional Information*

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MANOHARBHAI SHIKSHAN PRASARAK MANDAL ARMORI'S  
**MAHATMA GANDHI ARTS, SCIENCE &  
LATE NASARUDDINBHAI PANJWANI COMMERCE COLLEGE**  
ARMORI Dist. Gadchiroli (M.S.) 441 208  
Affiliated to Gondwana University, Gadchiroli  
Re-accredited by NAAC 'A' with 3.24 CGPA(2022)  
Web: mgcollegearmori.ac.in



Dr. Lalsingh H. Khalsa  
Principal & IQAC Chairman  
Mob. No. 9422153197  
E-mail: lalsinghkhalsa@yahoo.com

Dr. Satish. S. Kola  
IQAC Coordinator  
Mob. 9595982057  
E-mail: satish.kolawar@gmail.com

### Certificate of Verification

The document herewith is a testimonial of the following specifics;

- AQAR 2023-24
- Criterion - IV (Infrastructure & Learning Resources)
- Metric no. : 4.4.2
- Metric Particular - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

It is affirmed that the attached document pertinent to the above cited specifics are duly verified and approved by the IQAC.

  
Criterion Head

  
IQAC Coordinator  
IQAC-Co-ordinator



  
IQAC Chairperson  
PRINCIPAL  
M.G. Arts, Science &  
Late N.P. Commerce College  
ARMORI, Dist. Gadchiroli

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# 1. MAINTENANCE POLICY DOCUMENT



**“RIGHT PLACE FOR BRIGHT FUTURE”**  
**MANOHARBHAI SHIKSHAN PRASARAK MANDAL ARMORI'S**  
**MAHATMA GANDHI ARTS, SCIENCE &**  
**LATE NASARUDDINBHAI PANJWANI COMMERCE COLLEGE**  
**ARMORI Dist. Gadchiroli (M.S.) 441 208**  
**Affiliated to Gondwana University, Gadchiroli**  
**Re-accredited by NAAC 'A' with 3.02 CGPA**

**PRINCIPAL**

**Dr. Lalsingh H. Khalsa**

**M. Sc., Ph. D.**

**Mob. No. 9422153197**

**E-mail: lalsinghkhalsa@yahoo.com**

**S.T.D.: 07137**

**Office: 266558/266043**

**Web: mgcollegearmori.ac.in**

**E-mail: mgcollege.armori@gmail.com**

## **MAINTENANCE POLICY AND PROCEDURE: -**

1. Every department write note sheet to principal through infrastructure and maintenance committee by giving details of required repair and maintenance work.
2. Infrastructure and maintenance committee arrange meeting with Principal and discuss as per need and sign every note sheet.
3. The college has made annual Maintenance Contracts for repairs and maintenance of Electrical, Furniture, Plumbing, Computer, CCTV, Solar Panels, and water purifiers.
4. Infrastructure Committee contact to related technical person and implement work as per requirements of concern department.
5. Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.
6. All maintenance bills are brought to the notice of the President.

### **Procedure for Utilization of Support facility:**

#### **I. Utilization And Maintenance Of Laboratories:**

1. For every department separate Laboratories are allotted as per strength of students.
2. Standard Operational Procedures are strictly follow for careful handling of various hazardous chemical, equipments and instruments.
3. Dead Stock register is to be maintained and updated regularly, old and outdated equipment, chemicals and instruments was discarded by following the standard procedure.
4. On every academic year stock verification committee visited to each department and done inspection and write report.
5. Any discrepancy observed by committee during inspection is discussed and notify to the Principal.



**Principal**  
**Mahatma Gandhi Arts,**  
**Science & Late**  
**N. P. Commerce College,**  
**Armori, Dist - Gadchiroli**

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[collegearmori/https://www.youtube.com/channel/UCdYUdRjSg180HD2w](https://www.youtube.com/channel/UCdYUdRjSg180HD2w)

## **II. Utilization of Library:**

1. Every student must acquire a Library Card within one week of taking admission. This library card can be used for issuing two books every week and
2. Non return of Library book on due time will be the applicable for fine.
3. Students can download M-OPAC application in mobile for easy search of available books in library through mobile.
4. The student must sign in the register or Scan QR Code through M-OPAC upon entrance in the Library
5. All college students are free to use the central reading rooms available in the library, which are open from 8.00 a.m. to 04.00 p.m.
6. Students can access Delnet and N-List online e-resources through available e-Network Resource centre of Library.

## **III. Sports facilities:**

1. Sports and gymnasium is maintained by the Sports and health club under the leadership of Physical Education Director who planned for optimum utilization of sport facilities.
2. The college has its well organized facility for various outdoor and indoor sports.
3. On every year required sports blazers and kits are distributed to Sports students.
4. Grounds and indoor stadium is maintained and enhanced regularly with the help of ground staff and other contracting agencies.

## **IV. Utilization of Computer Laboratory:**

1. The department of Computer Science maintains all computers and peripherals through Infrastructure maintenance and website committee.
2. Computer laboratories all allotted and use different classes students based on timetable provided.
3. All outdated and old computers are disposed through e-waste management system.
4. All new requirements and purchasing of computers are processed by principal through management council meeting.

## **V. Utilization of Class Rooms:**

1. Classrooms are allotted as per the student strength of and timetable of respective subject.
2. The college has well planned infrastructure committee who received attention as per need.
3. To grow habit of cleaning among students many efforts have been taken on Classroom and laboratory.
4. Smart ICT Enabled Classrooms and projectors are provided for purpose of quality education
5. Agreement completed carpenters, technicians, plumbers, allotted by college who ensure the maintenance of classrooms and associated infrastructure.



**Principal**  
Mahatma Gandhi Arts,  
Science & Late  
Commerce College,

N. P. Gadchiroli  
Dist. Gadchiroli

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<https://www.youtube.com/channel/UCd...> YouTube: RnKaL8OHDZw

## 2. ANNUAL MAINTENANCE CONTRACT COMMON LIST



"RIGHT PLACE FOR BRIGHT FUTURE"  
 MANOHARBHAI SHIKSHAN PRASARAK MANDAL ARMORI'S  
**MAHATMA GANDHI ARTS, SCIENCE &  
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**PRINCIPAL**  
**Dr. Lalsingh H. Khalsa**  
 M. Sc., Ph. D.  
 Mob. 9422153197  
 E-mail: lalsinghkhalsa@yahoo.com

S.T.D.: 07137  
 Office: 266558/266043  
 Web: mgcollegearmori.ac.in  
 E-mail: mgcollege.armori@gmail.com

**The college has Annual Maintenance Contracts for the following facilities:**

Sr. No	Infrastructure	College-level Committee	Name of company	Name of Proprietor	Contact Number
1.	General Electrical maintenance, Generator and Power Supply	Infrastructure Maintenance	Om Sai Ram electrical work Armori	Mahesh Kshirsagar	9921415810
2.	Maintenance of Solar panel Systems	Infrastructure Maintenance	Fortune energy solution Nagpur	Shri. Shripal khajanji	9763410000
3.	Classroom-benches and overall furniture including notice boards	Infrastructure Maintenance	Harish Enterprises Gadchiroli	Mr. Deva Khobragade	9822308663
4.	Computers, Scanners, LCD of office, departments and computer laboratory.	Infrastructure Maintenance	Shri Sai Ram Computer Services Armori	Kishor Patre	9422152260
5.	CCTV (Surveillance System)	Infrastructure Maintenance	Mauli Computer and Multi Services Brahmapuri	Padmanabh Chaudhari	8956505005
6.	Xerox, Printers Maintenance	Infrastructure Maintenance	Jayashri Xerox Services Gadchiroli	Shri. Gahanewar Gadchiroli	7588329373
7.	Website, Library and College administrative software	IT infrastructure and website development committee	Mastersoft ERP solutions Pvt. Ltd, Nagpur	Ashish Borkar	9130009845
8.	Civil Works	Infrastructure Maintenance	Civil Engineer and Government contractor Nagpur	Nilesh Kumarsingh Thakur	07387617915
9.	Plumbing	Infrastructure Maintenance	Om Sai Ram electrical work Armori.	Mahesh Kshirsagar	9921415810
10.	Garden Maintenance	Campus beautification and Green audit		Shri. Asaram	
11.	Cleanliness of campus toilet washroom	Cleanliness and maintenance		Shri. Ashok Selokar	



Principal  
 Mahatma Gandhi Arts,  
 Science & Late  
 N P Commerce College,  
 Armori, Dist. Gadchiroli



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### 3. ANNUAL MAINTENANCE CONTRACT: ELCTRICAL SERVICES

## ELECTRICALS ANNUAL MAINTENANCE CONTRACT WITH OM SAIRAM ELECTRICALS WORK

### CUSTOMER INFORMATION:

Customer Name: Principal, Mahatma Gandhi Arts, Science & Late N. P. Commerce College, Armori  
Work: - Electricals maintenance  
Phone: 07137266558, Email Address: [mgcollege.armori@gmail.com](mailto:mgcollege.armori@gmail.com)  
Covered Property Address: M. G. College Armori Campus @ WWKMGC  
City: Armori, 441208, Dist- Gadchiroli

### MAINTENANCE WORK AREA

1. Repairing and maintenance of Light, Fan, power plug points, AC points, replace the defective switches, plugs and electrical fittings, repair of motor pump set, compound light and operation of Diesel Generator.
2. The vendor shall ensure that all fittings are working properly and any items like tube lights, bulbs etc. as and when needs to be replaced should be informed to the maintenance infrastructural committee head and work may be carried out as per his instructions.
3. The Contractor shall provide necessary tools for the work and work should not remain for requirement of tools.


### TERMS AND CONDITIONS OF THE CONTRACT

- ❖ Maintenance Contract is valid for the period of 26-06-2022 to 15-06-2025
- ❖ The contract may be extended for another one year on the subject to satisfactory performance of the firm on same rate, terms and condition.
- ❖ The service charges/rates quoted by the Agency shall be fixed for the period of the contract and no request for any change shall be entertained before expiry of the period of contract.
- ❖ The Service provider's personnel shall not disclose to any person any details of office, Operation process administrative matters all of these are confidential in nature.
- ❖ The Electrician engaged by the service provider should be experienced having valid license.

Date: - 25-06-2022

Place - Armori

  
Representative  
Mahesh Kshirsagar  
Om Sai Ram Electric Work  
Armori.  
**OM SAI RAM**  
**Electrical & Plumbing**  
**Work, Armori**

  
Principal  
Mahatma Gandhi College  
**PRINCIPAL**  
M.G. Arts, Science &  
Late N.P. Commerce College  
ARMORI, Dist. Gadchiroli



## 4. ANNUAL MAINTENANCE CONTRACT: FURNITURE

### ANNUAL MAINTENANCE CONTRACT OF FURNITURE WORKS WITH DAHIKAR FURNITURE ARMORI

#### CUSTOMER INFORMATION

Customer Name: Principal, Mahatma Gandhi Arts, Science & Late N. P. Commerce College, Armori

Work: - Furniture (miscellaneous)

Phone: 07137266558, Email Address: [mcollege.armori@gmail.com](mailto:mcollege.armori@gmail.com)

Covered Property Address: M. G. College Armori Campus

City: Armori, 441208, Dist- Gadchiroli.

#### Under this Yearly Maintenance Contract, the following services will be provided

1. The AMC shall consist of Repairs and maintenance of furniture in respect of all wood work including Desk-bench, doors, window, and furniture made metal, synthetic materials, glass, fabric attachment fixtures.
2. The work is to be carried out in the premises college only such works as cannot be done in the college premises would be allowed to be done outside with permission.
3. It will be the responsibility of the contractor to depute at least 2 good skilled carpenters for repair and maintenance of furniture.
4. The Contractor shall provide necessary tools for the work and work should not stop for requirement of tools.

#### Terms and condition

- The contract is valid from 05-07-2022 to 29-07-2025. This may be renewed from year to year subject to rendering of satisfactory service & fulfilling the terms & conditions.
- The service charges or rates quoted by the Agency shall be fixed for the period of the contract and no request for any change shall be entertained before expiry of the period of contract.
- The maintenance work shall normally be done during working hours of the college i.e. 8:00 am to 4:00 pm. However, in case of emergency, maintenance may have to be done beyond office hours and even on holidays with prior arrangement through proper communication with the college principal.

Date: - 05-07-2022

Place – Armori

**DAHIKAR FURNITURE**

  
Representative  
Dahikar Furniture  
Proprietor  
Armori .

  
Principal  
Mahatma Gandhi College  
Armori.

## 5. ANNUAL MAINTENANCE CONTRACT: COMPUTER SERVICES

### COMPUTER ANNUAL MAINTENANCE CONTRACT WITH SHRI SAI RAM COMPUTER SERVICES

#### CUSTOMER INFORMATION:

**Customer Name:** Principal, Mahatma Gandhi Arts, Science & Late N. P. Commerce College, Armori  
**Work:** - Electricals maintenance  
**Phone:** 07137266558, **Email Address:** [mgcollege.armori@gmail.com](mailto:mgcollege.armori@gmail.com)  
**Covered Property Address:** M. G. College Armori Campus.  
**City:** Armori, 441208 Dist- Gadchiroli

#### MAINTENANCE WORK AREA

1. The AMC shall consist of configuration and preventive & corrective maintenance of servers, computers and printers.
2. The maintenance of equipments cover all the part of PCs, operating systems, network operating system, formatting of server and PCs, removal of viruses and installation of necessary software applications.
3. The AMC shall be comprehensive in nature and replacement of spares shall also include items like Hard Disk, Printer Head etc. excluding items of consumable nature.
4. The contractor shall maintain the equipments in good working condition during the contract period and shall correct the fault and failures, repair or replace worn or defective parts of the equipments during normal working hours of the office, where the equipments is installed.

#### TERMS AND CONDITIONS OF THE CONTRACT

- ❖ The technical person engaged by the service provider should be experienced having valid License.
- ❖ The service charges/rates quoted by the Agency shall be fixed for the period of the contract and no request for any change shall be entertained before expiry of the period of contract.
- ❖ Maintenance Contract is valid for the period of 26-06-2022 to 30-06-2025. The contract may be extended for another one year on the subject to satisfactory performance of the firm on same rate, terms and condition.
- ❖ The Service provider's personnel shall not disclose to any person any details of office, Operation process administrative matters all of these are confidential in nature.

**Date:** - 25-06-2022

**Place** – Armori



Representative  
**Kishor Patre**  
Shri Sai Ram Computer  
Services Armori

Principal  
Mahatma Gandhi College  
Armori  
**PRINCIPAL**  
M.G. Arts, Science &  
Late N.P. Commerce College  
ARMORI, Dist. Gadchiroli

## 6. ANNUAL MAINTENANCE CONTRACT: FOR CIVIL CONTRACT

ANNUAL MAINTENANCE CONTRACT OF FURNITURE  
WITH  
**NILESH KHUMANSINGH THAKUR**  
(Civil engineer and government contractor)

**CUSTOMER INFORMATION**

Customer Name: Principal, Mahatma Gandhi Arts, Science & Late N. P. Commerce College, Armori  
Work: - Civil Works (miscellaneous)  
Phone: 07137266558, Email Address: [mccollege.armori@gmail.com](mailto:mccollege.armori@gmail.com)  
Covered Property Address: M. G. College Armori Campus  
City: Armori, 441208 Dist- Gadchiroli

**Under this Yearly Maintenance Contract, the following services will be provided**

1. The AMC shall consist of all types of Repairs and maintenance of building and laboratories masonry work, plastering, painting and welding.
2. The contractor will have to arrange for all types of tools etc. at their own cost for undertaking such maintenance and repairs.
3. The contractor will make necessary arrangements for procurement of all necessary materials such as cement, sand, stone aggregate, bricks etc. for the purpose and cost there of shall be initially borne by them at the time of execution of work.
4. The Contractor shall provide and pay for all labor, materials, equipment, tools, machinery, water, heat, utilities, transportation and other facilities and/or services necessary for the proper implementation of the Work.


**Terms and condition**

- **Safety Precautions:** Contractor shall be responsible for initiating, maintaining and providing supervision of all safety precautions and programs in connection with the performance of this Agreement.
- **Permits and Compliance with Law:** The Contractor shall secure all permits, licenses and inspections necessary for the execution and completion of the Work.
- **Construction Procedures:** The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures, and for coordinating all portions of the Work
- **Period of Contract:** The contract is valid from 02-08-2022 to 30-08-2025. This may be renewed from year to year subject to rendering of satisfactory service & fulfilling the terms & conditions.
- **Payment Terms:** The service charges or rates quoted by the Agency shall be fixed for the period of the contract and no request for any change shall be entertained before expiry of the period of contract.
- **Working Hours:** The maintenance work shall normally be done during working hours of the college i.e. 8:00 am to 4:00 pm. However, in case of emergency, maintenance may have to be done beyond office hours and even on holidays with prior arrangement through proper communication with the college principal.

Date: - 01-08-2022 **NILESH KHUMANSINGH THAKUR**  
Place - Armori

  
**PROPRIETOR**

Representative  
Niles Khumansingh Thakur  
Civil engineer and Government  
Contractor Nagpur

  
Principal  
Mahatma Gandhi College  
Armori  
**PRINCIPAL**  
M. G. Arts, Science &  
Late N.P. Commerce College  
ARMORI, Dist. Gadchiroli

## 7. ANNUAL MAINTENANCE CONTRACT: FOR PLUMBING

### ANNUAL MAINTENANCE CONTRACT OF PLUMBING SERVICES WITH OM SAIRAM PLUMBING WORK

#### CUSTOMER INFORMATION:

**Customer Name:** Principal, Mahatma Gandhi Arts, Science & Late N. P. Commerce College, Armori  
**City:** Armori, 441208 **Phone:** 07137266558  
**Work:** - Maintenance of Plumbing & Sanitary work  
**Email Address:** [mgcollege.armori@gmail.com](mailto:mgcollege.armori@gmail.com)  
**Covered Property Address:** M. G. College Armori Campus **City:** Armori, **Dist-** Gadchiroli

#### **BENEFITS INCLUDE:**

- Annual Inspection of Plumbing System with Emergency Service
- 10% Discount on Labor & Materials with No Minimum Service Charge Fee
- Automatic Contract Renewal and Agreement is Transferable
- Reduced Repair Time

#### MAINTENANCE WORK AREA:

- Check water service main line for leaks
- Check and adjust accessible stop valves and drain lines, levers (Tubs & Toilets)
- Check exposed supply lines toilets and faucets for proper function and leaks

#### BOTH PARTIES ARE AGREED WITH FOLLOWING TERM AND CONDITION

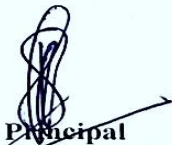
Inspections will be scheduled Monday through Saturday between 7:00 AM and 3:30 PM, except holidays.

- Upon issuing this agreement, Above All Service will inspect and inventory equipment, fixtures and the plumbing system to be covered.
- Any repairs deemed necessary will be reported to the owner (MGC).
- MGC reserves the right to reject any service agreement for if satisfaction service not found.
- It is the responsibility of the contractor to notify MGC of desired dates for maintenance.
- Promptly notify MGC of any unusual operating conditions of the equipment.
- This agreement is non-refundable, in whole or in part.
- The ownership of this agreement is location-specific and non-transferable to a new owner for Rs. 15,000.00 up to three years from 20-06-2022 to 19-06-2025 to the renewal date.

**Date:** - 19-06-2022

**Place** – Armori

  
**Representative**  
Mahesh Kshirsahar  
Om Sai Ram Plumbing work  
Armori  
**OM SAI RAM**  
**Electrical & Plumbing**  
**Work, Armori**

  
**Principal**  
Mahatma Gandhi College,  
Armori  
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