

4.4.2

POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS

- The college ensures optimal allocation and utilization of the financial resources which are earmarked for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose.

- **Maintenance and utilization of laboratories are as follows:-**

For the maintenance of Computers and UPS, college has recruited qualified technician who is responsible for regular upkeep. Technician is instructed to provide necessary indent for the purpose procurement of any peripherals to the Principal. Principal in consonance with IQAC and Purchase Committee make the resolution based on the available financial resources.

- **Policies and procedures of Library:-**

College has a functional Library Committee. The Committee is entrusted to conduct meeting atleast twice in a semester. Committee seeks suggestions and recommendations for the procurement of any learning resources based on the course curriculum. Some of the initiatives are;

1. The requirement and list of books is taken from the concerned faculty.
2. The finalized list of required books is duly approved and signed by the Principal, Chairman, Library Committee.
3. Based on the approval from the Principal, Librarian processes the order to the Bharat Book Depot, Dharwad which is a book stall and publishing house of repute in Northern part of Karnataka.
4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the Library Committee.
5. The maintenance of the reading room is done regularly by library staff.
6. Stock verification of library books is done every year by stock verification committee.

- **Sports: -**

College has active Sports Committee. Necessary financial resources are earmarked for the conduct of various sports activities within the campus and also to encourage sports students to participate competitions at various levels. Similarly, college arranges coach for specific sporting events. To encourage and promote sports person, college provides financial assistance.

- The maintenance of sports equipments is under the supervision of sports in-charge of the college. The policy of stock taking of sports equipment is followed every year.

- **Classrooms: -**

To maintain cleanliness of the classrooms casual staff is allocated. The policy is to keep every classroom hygienic and ensure congenial learning atmosphere. Administrative staff monitors every class rooms for the proper functioning of lights, fans, LCDs, electronics lecterns and sees that lights are turn off after the college hours. In addition to this, college has placed notices at the prominent places of the college to create awareness about proper usage of electricity and water.

- **Policies and procedures of maintain and utilizing other facilities:-**

1. Regular cleaning of water tanks, proper garbage disposal, pest control, Generator, UPS is undertaken.
2. College campus maintenance is monitored through regular inspection by Administrative staff.
3. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
4. Updating of software's is done by lab assistants.
5. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
6. Regular maintenance of the water cooler and water purifier is done.