



GOVINDA DASA COLLEGE

Affiliated to Mangalore University

Managed by H.V.Sangha, Surathkal

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

**POLICY FOR
MAINTENANCE OF CAMPUS
FACILITIES**

Maintenance Policies of Physical and Academic Campus Facilities

The college Management appointed Sri Ramesh T.N. Joint Secretary of the management as Estate Manager. College has well-established systems and decentralized mechanism for maintaining and utilizing physical, academic facilities. Different committees ensures the best utilization of the available resources for maintenance and up keep of different facilities as per the allocation of the budget. Further, the policy entitles all the stakeholders to have fair opportunity to access and use physical, academic and support facilities like Seminar Hall, Laboratory, Library, Computers, Classrooms, etc.,

Maintenance Committee:

Principal

Director Administrative

Physical Director

IQAC Coordinators

NSS and NCC Officers

Students Welfare Officer

Staff Secretary

Librarian

Lab Attenders

Attenders

Student Senate Members

Maintenance monitored in the following areas:

1. Civil Works
2. Power Supply & Electrical
3. Internet Services
4. Laboratory Equipment's
5. CCTV Surveillance
6. Sanitation
7. Generator
8. Carpenter works
9. Furniture

10. Water Supply, Water Tank Cleaning

11. Garden

12. Play Ground

Maintenance Work Procedure:

1. The Estate Management Committee who will be responsible for the effective utilisation and efficient maintenance of the available facilities.
2. The committee also undertakes the stock-taking and verification at the end of every academic year of the physical facilities.
3. Every department maintain a stock register for the available equipment's. Annual physical stock verification done at the end of every year.
4. The Department which is in need of repair and maintenance work will approach the Director Administrative through respective Head of the Department and register the nature of maintenance /repair work to be undertaken.
5. On the follow-up undertaken by the Director Administrative in consultation with the Principal, the Maintenance Person inspects the site and undertakes the task.
6. On completing the task, Head of the Department signs the bill.
7. Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.
8. All monthly maintenance bills are given before the Principal and Director Administrative for its approval.
9. The college has appointed two Security guards who ensures vigilance round the clock

1. Physical/Infrastructural facilities

A/c Seminar Hall

Seminar Hall is air-conditioned with a seating capacity of 100 is housed in the first floor of the building. It is well-equipped with lights and audio-visual systems. Senate meetings of students, Staff meetings, Cultural activities, National seminars, training programs like yoga class, Farewell programmes for final year students, guest lectures, General body meeting of PTA, Public meetings etc., are organized here.

Procedure for Utilization:

1. Whenever any Departments/Associations require A.V. Hall for the conduct of any event or activity; shall make a note in Calendar kept in principal chamber.
2. Principal looks for its availability and communicates to the concerned teacher.
3. Apart from the internal use it is also used by the local MLA's for the distribution of government facilities for the beneficiaries in consultation with the Principal for its availability.

4. Our sister concern institution Govinda Dasa Pre University College uses the hall for their activities. Permission is granted depending on the availability of the hall.

5. Standard Operating Procedures (SOP) for its use and maintenance have been laid down and communicated to the users.

Maintenance Policy:

1. All the maintenance of physical facilities viz., air-conditioner, audio-visual systems, lighting, furniture, etc., is taken care by the Office Manager and timely followed-up.

2. The routine house-keeping and maintenance of the hall is carried out by the house keepers as per cleaning schedule which is monitored by the Office Manager.

3. Organizer of the programme in the A.V. Hall is responsible for its maintenance and upkeep.

4. Student conveners and volunteers of the events are also sensitized about the careful use and maintenance of the hall.

2. College Canteen

The College has a canteen which nourishes with hot and cold drink, snacks, and lunch are served at reasonable and affordable price. The job of maintenance is outsourced by the Governing body of Management to a third party who takes care of the same.

Policies for Utilization & Maintenance of Campus Facilities in

3. Basic Science Laboratories

The college has well equipped three Basic Science Laboratories for Physics, Chemistry, Mathematics.

The College has latest equipment required to meet the curriculum of the programmes offered in BSc. Equipment's are purchased from local dealers.

Utilization Procedure:

1. The Heads of the respective Departments are responsible for maintaining and utilizing Laboratories of their departments in the help of their departmental colleagues.

2. Head of the Department is custodian of all the Laboratory facilities.

3. Lab Attender is concerned with the preparation of chemicals, apparatus, and assists the faculty in smooth conduction of practical classes, cleaning of apparatus and glassware, preparing the laboratory for the classes and examinations under the direction of the respective Head of the Department and concerned faculty.

4. Laboratories are allotted for classes based on time table.

5. Standard Operating Procedures (SOP) for handling various chemicals, equipment's and instruments are to be strictly followed.

6. Stock register is to be maintained and updated regularly.

7. Stock verification has to be carried out by the parallel Heads at the end of the Academic Year.

8. Old and outdated equipment, chemicals and instruments should be discarded by following the Standard Operating Procedures.

General Rules and Regulations for the use of Laboratories for students:

1. Students are to report for Laboratory sessions on time as per the time-table.

2. Students are required to wear Apron during practical hours.

3. Silence is to be maintained in the Laboratory.

4. All students must maintain the Laboratory Records. No student will be permitted to the Laboratory class without the Laboratory Records. Students are required to report to the Laboratory sessions with their record. Students should adhere to the instructions given by the concerned faculty during the Laboratory class.

5. All Laboratory equipment need to be handled with utmost care and take the help of the Lab Instructor whenever they are unsure of how to handle any equipment.

6. Students must inform the Faculty, Laboratory Attender of any breakages or malfunctioning of equipment immediately and as and when it is noticed.

7. Any damage caused to equipment/machinery / appliances / apparatus due to negligence or deliberate mischief by the student(s), will be recovered by the college from the concerned student in terms of penalty fees.

8. Any unruly behaviour in the Laboratory shall be dealt with immediately by the Course Instructor/ Lab Instructor, which may include sending the student(s) out of the Laboratory and any other penalty as imposed by the Disciplinary Committee.

9. All materials used in the Laboratory are the property of the college and should not be taken out of the Laboratory except under the guidance of a faculty member in charge and with the permission of the concerned Head of the Department.

10. Students absenting themselves from Laboratory sessions cannot claim to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

11. Any loss, damage, injury occurring to the student and / or the equipment in the Laboratory arising out of failure to follow or adhere to the instructions issued by the Laboratory Instructor or due to acts of negligence of a student shall be the liability of the student

Policy for Maintenance:

1. Fire extinguishers are established in laboratories and are maintained regularly.

2. The routine house-keeping and the maintenance of the Laboratories are done by the house keepers as per cleaning schedule which is monitored by respective Heads of the Departments

3 Computer Laboratories

The institution has well maintained, Four Computer Labs (two air conditioned) consisting of 84 desktops. These Laboratories catering to the needs are provided with advanced computers which are sufficiently equipped with the latest software packages, Internet with Wi-fi facility. The systems are maintained with the help the hardware Technion's designated exclusively for this purpose by the Governing body of Management

Procedure for Utilisation:

The Head of the Department of Computer Science and Applications is the custodian for maintenance and upgradation of the computer infrastructure in the institution. She oversees the maintenance and operation of Computer Labs.

- 1.The Time table committee prepares the time table for allocating the Computer Labs to the students and faculty.
2. The Computer Laboratories are also available for use by the staff of other departments.
3. Computer Laboratories are also used for the conduct of online competitive examinations.

Rules and Regulations for Computer Laboratories:

1. Computer Laboratories will be open during college working hours.
2. Students should use the Computer Lab only for academic learning activities.
3. Only faculty members, students and staff of the college are allowed inside the Computer Laboratory. No visitors are allowed inside the Lab.
4. Silence is to be maintained in the Laboratory.
5. Students must wear the Identity Cards and should be in uniform.
6. Students shall not carry any pen drives, CDs or any other storage devices. Otherwise disciplinary action will be against the concerned student and the unauthorized storage device(s) used by the student shall be confiscated.
7. Students shall use only the systems as assigned by the Lab In-charge.
8. Any attempt to destruction of data in individual machines as well as the server shall result in stringent disciplinary action against the guilty student.
9. The Internet/Wi-Fi facility is provided purely for academic learning and acquiring knowledge.
10. Internet access during lecture / practical in the Laboratory is strictly prohibited. Any student found surfing during the sessions will be liable for appropriate disciplinary action.
11. Students should turn-off their computers after finishing the work before they leave the Laboratory.
12. Beverages and any eatables are strictly prohibited inside the Laboratories.
13. Mobile phones are strictly prohibited in the Laboratory.

14. If any damage is caused to any computer system or its peripherals due to negligence and/or deliberate mischief by student, the entire cost of the system / peripherals will be recovered by the College from the concerned student(s).

Policy for Maintenance:

1. All the computers and peripherals are monitored and maintained from time-to-time.
2. All the systems are security protected and are updated on time.
3. Laboratory Assistant performs minor maintenance of the system and peripherals.
4. The software update, ICT tools and internet related issues are resolved from the respective service providers.
5. All computers and peripherals are serviced by respective technical assistant for any major problem.
6. All outdated and under configured computers are appropriately disposed as per the Standard Operating Procedures.
7. The routine house-keeping and the maintenance of the Laboratories are done by the attenders as per schedule which is monitored by Head of the Department.
8. Stock Verification process must be carried out at the end of the academic year.

4. Library & Information Centre and Reading Room

The college has a full-fledged, Open Access, spacious Library with E-Library facilities. It is well stocked with the latest books, magazines, Journals, periodicals, besides this, it also provides in-house reprographic services to its students and staff. Orientation will be given for first year students each year.

The Library is supervised by the Librarian in coordination with the Library Advisory Committee. The committee takes care of up-gradation, enrichment and maintenance of the library. The library is fully automated, using INFLIBNET software. It is an open access system. The Library is housed with a built-up area of 15.88 x 8.86 square metres having a seating capacity of 35.

1. Library Working Hours.

The Library shall remain open on all working days as per the time stated below:

Monday to Friday: 9:00 AM to 5:00 PM

On Saturday: 9:00 AM to 1:00 PM

During Vacation: 9:00 AM to 4:30 PM

2. Time schedule for issue and return of books

Issue of books: 9:00 AM to 12:30 PM

2:30 PM to 4:00 PM

Return of books: 9:00AM to 11:30 AM

3. The use of Library and Reading Room and its facilities are governed by the rules and regulations of the Library.
4. Each student will be given one Borrower's Card which entitles him to borrow one course book at a time, and the Card will have to be returned to the Librarian at the end of the year.
5. Renewal of the books to be done on or before due date, else a fine of 1/-per book per day and 2/- will be levied during the examination time.
6. If the Card is lost, the fact must be immediately reported to the Librarian and a duplicate Card will be issued after paying a penalty of 25/
7. Users can reserve the book with the help of OPAC.
8. A Full-time teaching faculty can borrow any number of books at a time.
9. The Library Advisory Committee may suggest the limitation of books to faculty and students on the basis of their library collection.
10. Book Bank books can be issued as per Book Bank Scheme norms/ the availability of books. The discretionary powers are given to the Librarian by the Library Advisory Committee.
11. On request books can be issued to the students for specific purpose by the Librarian.
12. Faculty of the college may recommend the purchase of desired or relevant book to the librarian.
13. Reprographic facilities are available

General Rules and Regulations of College Library:

The main purpose of these rules is to safeguard the common interest of all users and to enable the Library to carry out its functions as efficiently as possible, failure to observe these rules which leads to cancellation of the membership.

1. The Students must carry their College Identity Card/Library Membership Card with them at all time inside the Library. Show the entity Card compulsory at the time of books check-out/ check-in
 2. All readers are required to maintain perfect silence and discipline in the library.
 3. The borrowing facility can be withdrawn or restricted in case of misbehaviour of users.
 4. Library users should enter his/her name, course, class, time-in and time-out in register
 5. All personal belongings, such as books, bag, coat, umbrella, personal files, photocopied material that do not belong to the library must be deposited in the library counter at the entrance of the library
 6. Books are issued for staff all semester end and for students' period of a week in the first instance
- and if required, the same book can be renewed further one more time for a period of another week and thus no book will be allowed to be kept with a member beyond fifteen days.

7. The books may be renewed if the same are not in demand or are not reserved by other readers.
8. Library cards are not transferable.
9. In the event of damage or loss he/she shall replace the book or pay the cost of the book.
10. Readers should not mark, cut, tear, damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource.
11. Downloading of undesirable e-resources shall not be allowed and punishable if violated.
12. Strict discipline should be maintained in the library. The position of the chairs and tables should not be changed or displaced
13. Beverages and eatables are not allowed inside the library.
14. Mobile phones are strictly prohibited in the Library.
15. Students may be permitted to carry Laptops and its accessories in the Library.
16. Students Entry to Library and Reading Room is permitted with college uniform only.
17. No reader is allowed to sleep in the Library.
18. The readers shall behave in a civilized manner. The Librarian may expel any person if he/she feel the presence of such a person is liable to create law and order situation.
19. Each member shall be provided with a membership Identity Card and/or Borrower's Card.
20. In case any book is lost or injured by the member, the member shall replace the book or shall pay the cost of replacement. If a book is one of the volumes of a set, the reader may be asked to replace the whole set.
21. Reference books, rare books, unbound periodicals and books of fine arts may not be issued generally except with the written permission of the Librarian.
22. If a member does not pay off the library dues, the privilege of borrowing books may be suspended till he/she deposits the requisite amount.
23. No visitor or guest is permitted to use the Library without the prior permission of the Librarian / Principal. He/She is required to produce a proper introduction letter from the concerned Institution/Organization thereafter who wishes to use the Library facility.
24. No photographs of the Library shall be taken without the prior permission of the Librarian.
25. The librarian reserves the power to refuse the issue of book to any member or he may recall any book without assigning any reason, therefore.
26. Staff should take library No-Dues Certificate (NOC) while Transfer/Deputation / resignation/ Superannuation from the college. While leaving the college, both student and faculty should return books and library borrower's card without fail, thereafter NOC will be issued.

Policy for Maintenance:

1. Programme-wise Semester Examination Question papers are maintained, compiled and kept as bound volumes for the reference of students and faculty. The scanned copy is also available for remote access.
2. Timely pest control measures may be taken to preserve the books.
3. Separate fire extinguishers are available for library.
4. The activities like keeping library well-sorted and clean are done promptly by library staff.
5. Staff is engaged in the Library and Reading Room for proper functioning and maintenance.
6. The Library Advisory Committee ensures the maintenance of Library and Reading Room facilities, considering its requirements, resolving about buying new books as per allocation of funds and demand of the books provided by the departments through respective Heads of the Departments. Major decisions regarding the purchase of new books, service hours are taken in the Library Advisory Committee meeting and recommended to the Principal for the approval.
7. The process of renewals begins in advance so that the subscription for journals and magazines is continued without any discontinuation in issues.

5. Sports facilities

The college is committed to promote, encourage and support sports and games activities both within and outside the college for the development of the students. A full-time, qualified and well-experienced Physical Education Director has been appointed to look after the sports activities in the college.

Procedure for Utilization:

1. An exclusive room is allotted for the department to carry on its functions and to safe guard the sports material.
2. Major outdoor sports and athletic events are held.
3. Sports equipment's and accessories are purchased as per the purchase policies.
4. Physical Director coaches the students for any type of tournament or competitions.
5. College level, Inter-collegiate level and University level competitions are organized.
6. The Physical Director in consultation with the Principal sees to the acquisition of sports equipment.
7. The Physical Director carries out the plans through the Games and Sports Association Committee and supported by other faculty members and non-teaching staff of the college as and when necessary.
8. First-Aid facilities for all stakeholders of the college.
9. Sports and Practice timings are also laid down and specified to students from time-to-time.

Policy for Maintenance:

1. Maintenance of open air ground through regular weeding and levelling is taken care.
2. Maintenance of gym equipment is done whenever necessary.
3. Procedure in case of damages to sports equipment has also been laid down and dealt with accordingly.
4. Annual Stock Verification should be undertaken by the committee designated by the Principal
5. Important Registers pertaining to the record of stocks and other relevant documentations, reports, Students and Personal Achievements details are maintained.
6. The Physical Director ensures proper upkeep of sports facilities, ground and equipment's from time-to-time.

6. Classrooms Procedure for Utilization:

1. The institution has 26 spacious classrooms with adequate natural ventilation, having sufficient fans, LED tube lights, podium, green board, LCD Projector with screen and required furniture.
2. In the beginning of every academic year, the classrooms are allotted as per the student strength. 3. If a class has any differently abled students, they are allotted classroom in the Ground Floor.
4. Allotment is done as per the lecture schedule in consultation with the Time Table Committee and the Head of the Institution so as to accommodate the lecture sessions of language and elective courses.
5. Scheduling of activities during non-lecture hours and utilizing the lecture halls for Guest Lectures, EC/CC activities, Association Meetings, preparations for competitions/fests.
6. Internal Assessment Examinations, University Semester Examinations are smoothly conducted as per the University schedule in the classrooms.
7. Permission from the Principal is required to use the classroom for any purpose other than the scheduled hours.
8. Our classrooms are also used by pre-University College on special request for conducting Second Pre-University Board Examinations when students' strength appearing for the exam exceeds their seating capacity. Apart from this various competitive examinations are held on our campus. Accordingly the classrooms are provided with optimal arrangements and appropriate adjustments.
9. During semester vacations, the classrooms are well-utilized to meet the need of Central Valuation when college is designated as Valuation Centre by the affiliating University.
10. Our college is the centre for elections as polling booths. Required classrooms are occupied as polling booths.

11. On weekends, couple of our classrooms is utilized by a group of men who left alcohol for conduct of their meeting.

12. The above stated usage is well routed through directions of the Principal and approval by the Governing Board of Management.

Policy for Maintenance:

1. Purchasing new tables, benches, chairs, boards, screen, and other consumables is done by raising the requisition with Estate Manager and the same is forwarded by the Principal through the director of administrative to the Governing Council for approval.



2. The college has outsourced its routine house-keeping services. Hence, the routine house-keeping and the maintenance of the classrooms are done by the house-keepers as per cleaning schedule which is monitored by office manager.

3. Students are sensitized about cleanliness and motivated for energy conservation by careful use of electricity in classrooms.

4. Any deficiency and need for repair in electrical appliances is communicated by teachers to the Estate Manager who looks into it, follows it up to do the needful.

5. In case of any repair work for furniture is required; it is carried out by the carpenters through the follow-up done by the Estate Manager.

6. The usage of the classrooms by external parties is well routed through directions of the Principal subject to the approval by the Governing council of Management.


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