



S. G. V. C. Vidya Prasarak Trust's,

**Matoshri Gangamma Veerappa Chiniwar
Arts, Commerce & Science College,**

MUDEBIHAL-586212. Dist. Vijayapur (Karnataka)

(Accredited with CGPA of 2.58 on seven point scale at 'B+' Grade)

☎ : 08356220329

FAX : 08356220329

* email : princmgvc@gmail.com * www.mgvcmbi.in *

Ref. No. :

Date :

POLICIES AND PROCEDURES FOR MAINTAINING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Our Institute has a systematic mechanism for maintenance of physical, academic and support facilities, there are different committees to monitor the maintenance of available facilities as per the procedure and policies.

Campus:

Students are strictly prohibited to bring motor bikes and given scope for cycling. College has a separate Cycle Stand Parking facility. The security guard must actively monitor the entry of outsiders. They are permitted to the campus only in the case of genuine official work. College has recruited 02 temporary staff for the maintenance of entire campus. They are responsible to sweep the entire campus and collected waste should be dumped to Municipality vehicle regularly. The overall maintenance of the campus should be regularly monitored by the Campus Beautification Committee.

Garden:

The college garden has 3000 plants of different varieties of species and few medicinal plants. Few rare plants are available in the college garden like sandalwood tree, Psilotum, Terminalia arjuna and Terminalia bellarica. The college beautification committee looks after the garden. The staff meant for campus cleaning are responsible to water all the plants regularly. All the staff must monitor the proper maintenance of garden. Students are strictly instructed to prohibit the use of Plastic and must involve in greener initiatives as and when college conducts such activities. Students are also strictly instructed to observe anyone ploughing the flowers, leaves, etc., and report the same to the concerned Committee.



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Building:

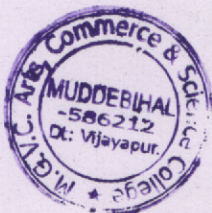
The day to day and overall maintenance of the building is regularly monitored by Infrastructure Committee. The Committee is responsible to visit every infrastructural facilities of the college and submit the report once in 06 month to the Principal in the case of any room requires for further maintenance and civil work. Principal in under his given financial autonomy, get the minimum repairs but in the case of major renovations and repairs, Principal gets the quotation from competent Civil Engineers and prepare the comparative statement and in turn forward the same to the Management for further approval. The lowest quoted estimation is placed for building work. With the active support of Management, the entire building is painted once in 5 years.

Classrooms:

College is a temple of learning. The Principal has entrusted the responsibilities to Administrative staff to monitor and cross check the cleanliness of every classroom on a surprise visit. The menial staff is allocated on rotation basis to keep every class rooms clean and neat. Before the commencement of class, they have to sweep the class rooms, wipe the green / black board, empty the dustbin, keep open the windows for proper ventilation and keep the class rooms conducive for creating learning atmosphere. Every staff is instructed to take equal responsibilities and make sure lights and fans are switched off other than the class hours.

Furniture:

Atleast once in a year during vacation, Administrative Staff have to invite competent expert to check the fitness of every benches, chairs, tables, etc. In the case of the minimum repairs, Principal is empowered to sanction the financial provisions for the purpose. If the benches, tables, chairs are unconditional, in such situations, it has to be replaced and order for the new benches, chairs, etc.




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Solar Panel:

The Administrative staff is responsible for the regular maintenance of Solar Panel. The technician is to be invited once 06 months for regular maintenance for the longevity of the panel.

CCTV Surveillance Cameras:

For the purpose of security and safety, college has mounted CCTV surveillance cameras in all the statutory points, class rooms, corridor, support service rooms, library, hostel, etc. The supplier of the camera is entrusted to regularly check the overall effectiveness of the facilities atleast once in a month so as to have proper recording and submit the report to the Principal once in a year.

Fans and Lights:

The Administrative staff is empowered to invite electricians to repair non working fans, replace fans and lights, etc. Once in a month, the proper working conditions of fans, tube lights, etc., is to be checked by the electrician and make sure the proper supply of electricity wherever the points are set.

Reprography:

The entire responsibility is entrusted to Administrative Staff. For the regular maintenance of the facility, expert need to be invited for regular check up and ensure the proper working conditions of the Xerox machine.

Computers and Printers:

With the help of menial staff, every desktop, monitor, printer need to be wiped with soft cloth. To eliminate the dust inside the computer lab, vacuum cleaner must be sucked atleast once in a week. For the smooth handling of the computers, the Rules and Regulations of handling computer has to be placed at proper place where students attention can dragged easily. In the case of major repairs of any computer, with the consent of the Principal, Computer faculty can invite external expert for the purpose. Similarly, LCD projectors and smartboard which are mounted in



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respective class rooms and seminar hall need to be regularly checked its working conditions and in the case of major repairs, the same is to be got it done through competent external expert on a priority basis.

Uninterrupted Power Supply:

Electrically sensitive equipments are provided with necessary backup to ensure steady functioning and to safe guard against voltage fluctuations. In case of disruption in power supply, the diesel generator having a capacity of 25 KVA functions as the substitute source.

Library:

Library has an advisory committee formed by the principal to monitor the smooth and effective functioning of all the services provided. It also shoulders various responsibilities like finalizing the annual budget, purchase of the reference books, purchase of the text books and some other important books, Journals and periodicals.

Purified drinking water Units:

The Administrative staff is responsible to monitor the maintenance of these units and also entrusted to invite the expert for regular maintenance and replace the candles atleast once in 03 months.

Indoor Stadium:

College has indoor stadium for shuttle badminton as per the required specification. For the regular maintenance of this stadium, a separate menial staff is entrusted to maintain its cleanliness. The Physical Education Director is responsible to take care of this stadium and invite the expert atleast once in 06 months for overall maintenance of the stadium.




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