



**Smt. Kallawwa Shivappanna Jigalur Arts &
Dr. (Smt.) Sushila Murigeppa Sheshgiri Commerce
College for Women,**



Near R. N. Shetty Stadium, Behind Sahitya Bhavan, DHARWAD-580 008

E-mail : shasswcd@gmail.com

Web : shasswcd.org

No. WCD

Date: 2021-22

4.4.2 Systems & Procedures for maintaining Physical & Academic facilities.

PROCEDURES AND POLICIES

With the active support of our esteemed Management, the contribution of IQAC Plan of Actions, college has framed procedural system for the monitoring and maintenance of infrastructure, greenery atmosphere, IT facilities of the institution. This has helped the institution for the proper maintenance of physical and academic facilities.

1. Optimum utilization of available infrastructural facilities and its maintenance:

- **Maintenance of Building:**

College has framed Building Committee comprising of Site Engineer, Senior faculty members, Principal and IQAC. The committee ensures the necessary facilities from time to time. The committee adheres to the standard operating procedures and plan the schedule of maintenance of physical infrastructure and campus facilities. Principal has autonomy to sanction upto Rs.5000/- for the maintenance of infrastructural facilities and in the case of excess of financial requisition for the said purpose, Principal has to seek Management approval. Administrative staff must monitor the maintenance of infrastructural facilities regularly.

- In addition to the regular maintenance of infrastructural and academic facilities, the Building Committee also entrusted the responsibility of getting the entire campus painted and major repairs be taken up atleast once in 5 years. Based on the exhaustive report of the Building Committee with regard to maintenance of the infrastructural facilities, Principal seeks the further financial approval from the Management. The Committee have to invite minimum of 3 quotations from different contractors for painting, renovation, repairing, etc. After making the comparative statements of the quotations, the lowest quotation is chosen for issuing the work order with necessary terms and conditions.

- **Class Rooms:**

Administrative staff has to allocate the menial staff to keep every class rooms clean and neat. They have to sweep the class rooms, wipe the green / black board, empty the dustbin and keep the class rooms conducive for creating learning atmosphere.



AISHE Code : C-8679

Shri Hurakadli Ajja Shikshan Samiti's

Phone : 0836-2436182



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• **Support Service Rooms:**

The support service rooms i.e., ladies rest room, IQAC, Sports, Principal, Staff, Administrative Office, Management room, Examination Room, NSS, Health room, Counselling, etc., which are available in the college premises regularly monitored been by the Administrative staff for its regular maintenance and cleanliness.

2. Maintenance of Furniture and Fixtures:

During the vacation, Administrative Staff have to invite competent expert to check the fitness of 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 not in a fitness, in such situations, it has to be replaced and order for the new benches, chairs, etc. Before the commencement of the semester, Principal has to ensure the fitness of furniture and fixtures.

3. Maintenance of Equipments:

Generator: College has 5KV capacity generator. Administrative staff have to invite technician for the regular maintenance of the generator once in a month and keep the track record of the maintenance and authenticated by the Head of the Institution from time to time.

UPS : The UPS is facilitated at office, Principal Chamber, IQAC, Computer Laboratory, seminar hall and hostel. The Administrative staff entrusted for the regular maintenance. Menial staff has to refill the distilled water once in a month and keep the record in log book and the same is endorsed by the office from time to time. During the warranty period, free maintenance of newly installed UPS and batteries been carried out by the supplier as per the terms and conditions from time to time. In the case of non function of any battery, the same has to be replaced with new one.

Solar Panel: This facility is installed at Central Library and Hostel. The regular maintenance of the same is to be carried out by the vendor for the longevity of the panel.



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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.

Fans and Lights: The Administrative staff is empowered to invite electricians to repair non working fans, replace fans and lights, etc. Once in 03 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 facilities: Xerox facilities made available at Central Library. 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: For the regular maintenance of the systems including laptop, the entire responsibility is given to Computer Faculty. All the computers must be installed with current version of legal anti virus software. At the end of each semester, computer faculty has to purge the files created by students in the computer laboratory, browsing centre, language laboratory so as to have proper storage capacity. 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, with the help of vacuum, the dust has to be suck regularly. For the smooth handling of the computers which are meant for students purpose, 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 which are mounted in 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.

Purified drinking water facilities: The facilities which are made available in the campus and also at the ladies hostel, central library, which are to be regularly maintained and placed the candles atleast once in 02 months. The Administrative Office must keep track of the maintenance and report the same to the Principal and maintain the proper documentations accordingly.



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Maintenance of campus:

Greenery Initiatives: With the support of Physical Education Director, menial staff and gardener, every plants and trees need to be nurtured regularly. Gardener and Menial staff have to water to plants surrounded within the campus. Students have to be well communicated about the importance of trees and plants and inform them dire consequences in the case of any destruction of plants and trees. Further, in association with support services i.e., NSS, YRC, Scouts and Guides, etc., additional sapling is to be carried out so as to enhance the greenery initiatives and beautification of campus from time to time.



greef 09/06/2022
Principal
S.H.A.S. Samiti's
Smt. K. S. Jigalur Arts and
Dr. (Smt) S. M. Sheshgiri Commerce
College for Women, Dharwad