



Shri Hurakadli Ajja Shikshan Samiti's  
**Smt. Kallawwa Shivappanna Jigalur Arts &  
 Dr. (Smt.) Sushila Murigeppa Sheshgiri Commerce  
 College for Women,**  
 Re-Accredited at 'B' level by NAAC



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

E-mail: shasswcd@gmail.com

Web : shasswcd.in

No.WCD 2018-19

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#### 4.4.2 Policy and Procedure Document

The infrastructure of the institute is sufficient to achieve programme outcome. Our library is well equipped and computer lab is well maintained.

#### Policies :

1. There is a building committee to look after the maintenance construction of the building. Construction work is done through tender system. Minor repairs are attended by hiring technician, carpenters etc.
2. Maintenance of computers and their accessories is carried out by external agencies. Annual Maintenance of Library software and office software has been given Sanmati Computer Services, Dharwad. Dead stock register is maintained to maintain record of non-functional equipments.
3. Library is under monitor of librarian. A separate photocopying provision is made with reprographic machine. There is well equipped multi-gym. Physical director is taking care of use of sports facilities and Gym.
4. Classrooms are maintained under the supervision of Student Welfare Officer.
5. We have hired services for cleaning of classroom, toilets, hostel etc

*G. K. K.*

**Principal**  
**S. H. A. S. Samiti**  
**Smt. K. S. Shivappa Jigalur**  
**Dr. (Smt.) Sushila Murigeppa Sheshgiri**  
**Commerce College for Women**  
**Dharwad**