



S.J.M.V. Mahantha First Grade Arts & Commerce College

Rayapur, DHARWAD - 580 009

Reaccredited by NAAC at Grade "B" Level

Permanently Affiliated by Karnatak University, Dharwad.

email : sjmvmahantha@gmail.com

Website: www.sjmvdharwad.com

Ref. No. SJMVMM /

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Date : 01 / 06 / 2018

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With the guidance and support of esteemed Management, college has prepared procedures and policies for the maintenance of building, laboratory, garden, campus, class rooms, etc.

1. College Building : For the purpose of maintenance of college building, site engineer is entrusted to monitor frequently and report the overall conditions of the building. He has to report it to the Management through Principal. In the case of major repairs, Principal empowers site engineer after getting consent from Management and also availability of financial resources.

2. Computers: - IT resources are supported by UPS and Automatic switch over generator. Computers are monitored by technical assistant and provided with antivirus software. Air condition is provided for smooth function of computers. Computer laboratory is regularly monitored and maintained by computer Faculty. Only in the case of major repairs, college invites external experts to get it repaired. Necessary financial provisions are provided by college

3. Sports facility: - Sports amenities are maintained by the sports secretary. A stock register for the sports equipments is maintained properly and is verified by the stock verification committee.

4. Auditorium: - Is extensively used for conduct of academic cultural programmes. The support staff is in charge of auditorium. 5. Library: - Library facilities are open to students from 9AM to 5PM during exam time from 8AM to 6PM. Maintenance and utilization of library resources are done strictly according to the library rules. These rules are made known to students in the induction training programme. The sense of treating college equipment is created among the students which are very much helpful for maintaining utilizing physical, academic sports facilities.

5. Library - Librarian is responsible for stock verification and every year, stock verification report is checked by the Principal. Once in 2 years weed out is to be carried out and the amount so generated is utilised for the procurement of learning resources. College has formed Library Committee. Learning resources are indented after getting the suggestions and recommendations from class representatives and students.



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6. Class Rooms – Class room is a learning temple. Menial staff of the college is entrusted to maintain class rooms with cleanliness. They have to sweep the class rooms, wipe the black board, etc., before the commencement of the classes. Dustbin have to be emptied frequently.

7. Furniture : Administrative staff is entrusted to check every benches. Any benches broken, etc., in such circumstances, college invite carpenter to get it repaired and keep every benches of the college intact and fit so that students can sit comfortably. And similarly, furniture at office, staff room, Principal room are checked its fitness. In the case of repairs, college get it repaired through carpenter immediately.

8. Garden : Menial staff is entrusted to water every tree. Sweep the campus regularly and maintain the garden every day.

College utilise the available financial resources and in the case of major works like, paintings of the building, construction of additional class rooms, etc., college seeks matching financial support from its esteemed Management.



ABS
Principal
S.J.M.V. Mahantha First Grade
Arts & Commerce College
Rayapur, Dharwad-580 009