

**DEPARTMENT OF COLLEGIATE EDUCATION**

**GOVERNMENT COLLEGE FOR WOMEN**

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**PHYSICAL & ACADEMIC FACILITIES**

**Utilization & Maintenance Policy**

# **PHYSICAL AND ACADEMIC FACILITIES**

## **– Utilization and Maintenance Policy**

### **FACILITY UTILIZATION POLICY – PURPOSE**

The Government College for Women, Kolar has a well planned policy for the procurement, maintenance and utilization of the physical and academic facilities to cater to the multiple needs of all the stakeholders. The college ensures optimal allocation and utilization of the available financial resources for maintenance and preservation of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students. The support Staff monitored by the Manager and Superintendent are entrusted to ensure maintenance of the campus. There are various committees for Library, Sports, Information Technology, Green Campus, Rashtriya Unnath Shiksha Abhiyan (RUSA), Sports and Purchase Committee to ensure proper maintenance and utilization of the Academic and Physical Infrastructure to promote quality culture in the campus. Suitable budget is allocated every year for the maintenance of various facilities. The various committees meet regularly to monitor the optimum use of infrastructure which is accessible to the students and staff of the college.

### **CLASSROOM INFRASTRUCTURE**

#### **MAINTENANCE:**

**The Institution has 40 classrooms and all classrooms have adequate number of desks to accommodate the students. All classrooms are well ventilated having sufficient natural light. All classrooms have sufficient number of fans, tube lights and window screens to make students comfortable. 22 classrooms and 01 seminar have mounted LED projectors run by rechargeable batteries.**

- The college has a committee headed by the Manager of Administrative Staff and assisted by the Support Staff for maintenance and repairs of infrastructure.
- The cleanliness of classrooms and furniture are entrusted equally among the support staff according to the weekly tasks allotted and monitored by the Manager and Superintendent. They take note of repairs of fixing or infrastructure problems once in a month.
- The technicians, masons, plumbers and carpenters carry over the out-sourced work as and when required by the Principal and the Manager.

#### **UTILIZATION: To maximize utility for appropriate scheduling of the courses is the motto.**

- The well-equipped classrooms are utilized by the maximum number of students allotted according to the norms of Department of Collegiate Education (DCE).
- The Allotment of classrooms is planned by the time-table committee as per the size, availability and number of students.
- A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame.
- Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.

**PROCUREMENT PROCEDURE:** The college being a Government Institution, follows the policies and procedures of procurement and utilisation of the resources and funds granted by the Department of Collegiate Education, RUSA and UGC.

- The Department of Collegiate Education asks for the requirements of physical infrastructure for classrooms, laboratories, restrooms, computers, IT accessories, repairs & maintenance and library.
- The RUSA Committee at the college level prioritizes the infrastructure requirements and submits it online to DCE.
- The Department of Collegiate Education entrusts the building work to KRIDL, KARNATAKA HOUSING BOARD, LAND ARMY and other government agencies.
- The agency awarded with the contract visit the building site and finalizes the plan of construction in consultation with the Principal, College Development Council (CDC) and the RUSA Committee.
- The agency undertakes the work and hands it over the college.
- The Principal and RUSA committee inspect the work done and forward the work completion letter to the concerned agency.
- The college development fund is utilized for maintenance and minor repair.

### **LIBRARY INFRASTRUCTURE**

**MAINTENANCE:** College has well equipped Library. The library is maintained by a library committee along with the Library staff.

- All the new arrivals are properly notified on the library notice board and displayed in the library for the information of staff and students. College has E-learning centre with CD's and other learning material. College has INFLIBNET/ N-List subscription to enrich the E-library centre of the library.
- Shelving and re-shelving.
- Books & materials in order and call numbers in order.
- Binding & repairing of books and documents for long life.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

### **UTILIZATION:**

College library has subscribed 28 journals and all the journals are stored by the library through bound volume year wise. College has one reading rooms with adequate seating capacity. The reading room of the college is kept open between 9:45 a.m. to 5:00 p.m. In reading room students can refer textbook, reference book and encyclopedia. Students can even refer to journals from issue section of library in reading room itself. Every year in the beginning of session, students are motivated to register themselves in library to use INFLIBNET. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. The proper account of visitors (students and staff) on daily basis is maintained. Open access journals facilities are available.

**PROCUREMENT PROCEDURE:** Every year DCE allocates funds to the college to purchase books to enrich the Library.

- Concerned department finalizes the list of books to be purchased for the academic year.
- These lists are submitted to the Library committee.
- Committee finally approves those lists and e-Tender is announced.
- The order is placed with the concerned publishers or book sellers who is the lowest bidder.
- The payment is made through online from K2.

### **LABORATORY INFRASTRUCTURE**

**MAINTENANCE:** All our Labs are well equipped with advanced equipments, software and instruments.

- These Labs are maintained and constantly upgraded by the concerned departments.
- College has appointed technically qualified person as Lab Assistant, to look after the operation and maintenance of the equipments.
- College also takes the help of the designated service centre for the repairing, up gradation, servicing and maintenance of the equipments in every 6 months.
- Calibrations of equipments are done to keep them in proper condition.
- The microscopes used for biological and geological experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments.
- There is a systematic disposal of waste of all types such as bio-degradable chemical and e-waste.

**PROCUREMENT PROCEDURE:** Every year DCE allocates funds to the college to purchase instruments, chemicals and related equipments for effective learning experience.

- Concerned HODs of the department finalize the list of instruments and chemicals to be purchased for the academic year.
- These lists are submitted to the Principal and Purchase Committee.
- Committee finally approves those lists and e-Tender is announced.
- The order is placed with the concerned vendor who is the lowest bidder.
- The payment is made through online from K2.

### **COMPUTERS:**

**MAINTENANCE:** The College has provided 130 computers to cater to the information technology needs of the students and staff in accordance with the industry and professional development needs.

- Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
- Updating of software's is done by the vendor for the period of warranty.
- Laboratory: Record of maintenance account is maintained by lab technicians, Lab In-charge and supervised by HODs of the concerned departments.
- The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related Service Providers.
- Every year as a matter of policy college sends letter of requirement to the department to upgrade and add new computers laboratories to reduce the gap between computer- students ratio.

## **SPORTS COMPLEX:**

**MAINTENANCE:** College has a ground for sports activities however; college has separate indoor establishment for GYM, KARATE, JUDO AND YOGA for Sports practice and Annual Sports activities.

- The Physical Director consults experienced coaches from the Sports & Youth Department, Kolar in the maintenance of indoor & outdoor areas for group games and athletics.
- The support staff under the guidance of the Physical Director maintains the cleanliness and draw the courts at indoor and outdoor facilities.
- College also takes the help of the designated service centre for the repairing, up gradation, servicing and maintenance of the equipments and sports items as and when the need arises.
- There is systematic disposal of waste of all types such as balls, rackets, bats, nets and carpets at the designated centre.

**UTILIZATION:** All sports facilities present in the campus are mainly used for sports education, training, competition, and recreation by college students, faculty and staff members.

- The schedule of gymnasium, indoor and outdoor sports is designed by the Physical Director in consultation with the Principal in accordance with the college time-table.
- The students are selected on trial basis for all types of games.
- The students will play the games and use gym for scheduled time only.
- To use sports items and gym responsibly for other students' use.
- The students should inform the Physical Director about the broken items and other wear and tear.

## GOVERNMENT COLLEGE FOR WOMEN, KOLAR

PROCESS → FACILITIES ↓	POLICY	MAIINTENANCE	UTILIZATION	PROCUREMENT PROCEDURE
<b>CLASSROOMS</b>	Provide the basis for equitable allocation & efficient utilization. To monitor & evaluate actual V/s planned use over time.	The Manager, who is the administrative staff takes care of cleanliness, arrangement & repair. The house-keeping staff clean the classrooms daily	Allotment of classrooms as per the size, availability & number of students. Maximize utility for appropriate scheduling of the courses.	DCE & RUSA FUNDS ↓ College Provides Requirement ↓ KRIDL Constructs & hands over to the college ↓ RUSA Committee Monitors
<b>LIBRARY</b>	Offer services and resources for teaching, learning & research. Maintaining of a vital collection of library materials and resources.	Shelving and re-shelving.  Books & materials in order & call numbers in order. Binding & repairing of books & documents for long life.	The students are given 2 books for a fortnight & faculty are accessible to resources as per the availability. Magazines, periodicals, newspapers & reference books for competitive examinations.	DCE FUNDS ↓ Allotment of Funds ↓ List by HODs ↓ Placed before the Purchase Committee ↓ Call for e-Tender ↓ Order placed for the lowest bidder ↓ Payment through online from K-2
<b>LABORATORY</b>	To design experiments go use minimum of hazardous chemicals & tools.  To manage the laboratory work area organized & clean.	The support staff clean & clear bench tops after an experiment.  They keep the materials at their right location.  Disposal of broken and out-of-date.	Systematic allocation of materials & resources to engage in experimental processes. To master basic concepts. To distinguish between inferences based on theory and the outcomes of experiments.	
<b>SPORTS COMPLEX</b>	To provide equal opportunity to all the deserved. To promote & encourage the spirit of competition for the highest achievement.	The Physical Director manages the maintenance and the use of equipments. Scheduling repair & service of active items by service provider once in a month.	The multi-gym & other sports items are judiciously utilized for optimum use. The prudent use of ground & items for the right preparation.	

