

PROCESS → FACILITIES ↓	POLICY	MAINTENANCE	UTILIZATION	PROCUREMENT PROCEDURE
CLASSROOMS	<p>Provide the basis for equitable allocation & efficient utilization.</p> <p>To monitor & evaluate actual V/s planned use over time.</p>	<p>The Manager, who is the administrative staff takes care of cleanliness, arrangement & repair.</p> <p>The house-keeping staff clean the classrooms daily</p>	<p>Allotment of classrooms as per the size, availability & number of students.</p> <p>Maximize utility for appropriate scheduling of the courses.</p>	<p>DCE & RUSA FUNDS ↓ College Provides Requirement ↓ KRIDL Constructs & hands over to the college ↓ RUSA Committee Monitors work</p>
LIBRARY	<p>Offer services and resources for teaching, learning & research.</p> <p>Maintaining of a vital collection of library materials and resources.</p>	<p>Shelving and re-shelving.</p> <p>Books & materials in order & call numbers in order. Binding & repairing of books & documents for long life.</p>	<p>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.</p>	<p>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</p>
LABORATORY	<p>To design experiments go use minimum of hazardous chemicals & tools.</p> <p>To manage the laboratory work area organized & clean.</p>	<p>The support staff clean & clear bench tops after an experiment.</p> <p>They keep the materials at their right location.</p> <p>Disposal of broken and out-of-date.</p>	<p>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.</p>	
SPORTS COMPLEX	<p>To provide equal opportunity to all the deserved. To promote & encourage the spirit of competition for the highest achievement.</p>	<p>The Physical Director manages the maintenance and the use of equipments. Scheduling repair & service of active items by service provider once in a month.</p>	<p>The multi-gym & other sports items are judiciously utilized for the sound mind in a sound body. The prudent use of ground & items for the right preparation.</p>	


PRINCIPAL
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PHYSICAL AND ACADEMIC FACILITIES

– Utilization and Maintenance Policy

The support Staff monitored by the Manager and Superintendent are entrusted to ensure maintenance of the campus.

CLASSROOM INFRASTRUCTURE

MAINTENANCE:

The Institution has 38 classrooms and sufficient number of fans, tube lights and window screens for student-friendly learning. 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. 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.

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 for the information of staff and students.
- Shelving and re-shelving and call numbers for orderly placement.
- 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.


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LABORATORY INFRASTRUCTURE

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

- College has a qualified lab assistant for maintenance and also takes the help of the designated service centre for the repairing, up gradation, servicing, calibration and maintenance of the equipments in every 6 months.
- There is a systematic disposal of waste of all types such as bio-degradable chemical and e-waste.
- The college has provided 82 computers for the students and staff in accordance with the industry and professional development needs.
- The computers, internet facilities including Wi-Fi and broadband are maintained by the service providers.

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 support staff under the guidance of the Physical Director maintain the cleanliness and draw the courts at indoor and outdoor facilities.
- There is a systematic repairing, servicing and disposal of waste of all types such as balls, rackets, bats, nets and carpets at the designated centre.

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 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.


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