



Government of Karnataka
Department of Collegiate Education
GOVERNMENT FIRST GRADE COLLEGE
KOPPAL-583231. KOPPAL DIST.



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MAINTENANCE PROCEDURE

1. The norms and rules framed by the State Government and Department of Collegiate Education are followed by institution with respect to maintenance and utilization of physical, academic and support facilities. The Principal constitutes different committees comprising of teaching staff, non-teaching staff and student representatives to oversee the maintenance and utilization of different physical infrastructure and academic facilities.
2. The building construction is monitored by the principal to oversee the sanctioned construction. He also coordinates between the sanctioned authority of the government and the non-government agencies that are entrusted with the construction work. The funds are directly released to the contractor/agency on the completion of the construction work stage by stage based on the work progress report given by the principal.
3. The maintenance of the building is outsourced and the salaries for the cleaning staff are paid through CDC funds. The minor repair and maintenance of college campus is borne by CDC fund. Purchase and expenses to be borne out of CDC & CDF shall be approved in meeting and applicable rule shall be followed.
4. CDF Committee comprises of the Principal, two Senior Teachers, Office Manager/Superintendent. The funds are utilized to meet classroom expenses such as Chalk Pieces, Dusters, Stationaries for staff and other maintenance expenses with necessary solutions made in meetings.
5. Purchase Committee comprises of Principal, All Head of the Department and Office Manager/Superintendent. Funds sanctioned by DCE are utilized through the Purchase Committee with required solutions passed in the meetings. The purchase process is carried out according to the Karnataka Procurement Act. The purchase/work orders are placed after processing the tenders/quotations as per rules in the presence of the committee members and the tender with least quotation is selected and approved. After procurement, materials are verified and later the bills are prepared and sent to K2 through which payments are made directly to the supplier via ECS.
6. Fees collected for various activities (Sports, Cultural, NSS, Rangers and Rovers, Youth Red Cross Wings etc.,) are utilized through respective committees framed for each activity. The expenses with respect to the events are met by respective committee convenor who will be reimbursed by cheque after the conduct of event for which vouchers are presented to the Principal for endorsement and will be handed over to the office superintendent for record purposes.
7. Examination Committee consists of two senior faculties, two members from non-teaching staff to ensure smooth conduct of examination. It assigns exam duty to teachers, takes care of conducting internal assessment tests and upload internal assessment marks to university

portal. Question Paper/answer sheets printing and photocopying expenses are borne by college exam committee account.

8. The funds of IQAC are released by the department to conduct academic activities such as seminars, workshops, conferences etc., Expenses of academic activities are met by IQAC.
9. Government departments such as Social Welfare, Minority and Backward Classes sanction scholarship to SC/ST, Minority and other backward community students. DCE instituted scholarships like Sanchi Honnamma, Sir CV Raman, and Free Scholarship like reimbursement of fees to girl students, incentives to science students, life skill training etc., are given to students to motivate them.
10. The maintenance of quadrangle, campus cleaning are done by the student volunteers of NSS Units in the college. The Discipline Committee in the college oversees the discipline aspects in the campus.
11. The University calendar of events is followed by the institution diligently. The department heads prepare an action plan for academic year and adhere to the same. The time table committee drafts and finalizes a comprehensive time table after discussion with all the department heads. Individual department time table and individual time table are prepared and submitted to the principal. The same is unloaded to the DCE web portal on eMIS. The academic activities are closely monitored by the principal. The teachers are encouraged to actively take part in research activities.
12. The computers in the laboratories and offices that are procured from the department are maintained initially by designated official vendors. The IT Coordinator is responsible for maintenance of the computer lab and other IT related issues. CCTV surveillance is also monitored by the IT coordinator.
13. Upgradation of UPS and Internet bandwidth is reviewed periodically. The expenses are borne from the CDC and CDF.
14. The Physical Education Director and Cultural Coordinator maintain the sports equipment and cultural articles respectively.
15. Stock verification of Sports equipment, library books, laboratories and furniture is done by respective committees annually at the end of every academic year to report loss due to damages, if any in the stock. The losses are recovered as per rules. In case of obsolete articles, committee is constituted to dispose off the same and the sale proceeds are remitted to the government.
16. First Aid facilities are available to handle emergency situations. Utmost importance is given for hygienic maintenance of rest rooms.
17. Waste management is followed in our campus. Dustbins are placed in each classroom and at the end of the corridors for the use of students.
18. During Covid period all Standard Operating Procedures were followed.


IQAC, Co-Ordinator
GFG College
Koppal-583231.


Principal
Govt. First Grade College
Koppal-583231