

SMT DANAMMA CHANNABASAVIAH COLLEGE OF ARTS, COMMERCE, SCIENCE AND MANAGEMENT STUDIES

Kodiramasandra, NH-75, Kolar bye – Pass, KOLAR - 563103

(Affiliated to Bangalore University & Recognized by Government of Karnataka)

NAAC Accredited with 'B' Grade

Policies and Procedures

The institution follows different procedures and policies for maintaining the infrastructure. It has standard protocol policy involving procedures and process for maintenance of the assets. The assets are computer systems, Internet and networking, CCTV surveillance, electronic equipment, furniture, classrooms, seminar hall, building etc., The assets comprise the total infrastructure of the institution. Budget is also one of the main provisions, where budget is allocated for the different purposes. Budget for infrastructure (building, furniture, electricity, gardening, repairs and maintenance), budget for academic expenses (sports, library, vehicle, internet, laboratories of different department, industrial visits, organizing various academic events, seminars, cultural fest, sales fest etc.), budget for physical facilities (computers, laboratory equipment). Laboratories are maintained by the different departments with manuals, stock registers. In stock registers, complete details of equipment are recorded like date of purchase, year of manufacture along with expiry date. In computer laboratories stock registers will be having the details of servers with the configuration and date of purchase. Lab sessions also maintained according to the timetable which synchronizes the main timetable, so that optimal usage of lab will be considered. The glassware materials are carefully handled by the laboratory's relevant staffs. Damage of the glassware will be recorded and the staff responsible for the same is either asked to replace or pay for the same. Stock verification done by every academic year end by the HODs. After verification, list of requirements will be given. The damaged records will be submitted along with the proofs. Building maintenance is taken care by the different personnel. The institution has dedicated staffs who takes care of preservation of equipment and computing facilities of the institution. Electricians always takes care of minor repairs, replacements, installations and all other work relevant to the electricity. System admin will be alert for the smooth working of office work, university work without distracting of any internet issues. Updating of anti-virus is done every year for the smooth work of all systems either in the lab or office. Library maintenance is done with proper updates of books. Requirements and inputs are taken from the faculties as well students to give them enough study materials to the students. In library 12473 books are available worth of 7,99,905 Rs. Not only the textbooks, it holds journals, reference books along with magazines and few novels. Books are arranged according to the department wise, so that students can easily refer the books. Merit students get the extra reference books. Sports sector plays proper role with enough sports materials. Separate sports stock register also maintained in order to show the stock details of sports materials along with date and year of purchase. In the beginning of every academic year the sports materials requirements are given through

the principal recommended by physical director. The institution is secured with 24 X 7 security staffs. They work on shift basis in order to protect the campus, so that assets will not get misused. Water tank cleaning is done often to provide the hygiene water to the campus.

A handwritten signature in black ink, reading "K. Puhpalatte". The signature is written in a cursive style with a large initial 'K' and a long, sweeping underline.

IQAC Chairperson & principal