



ಡಾ|| ಪಿ.ಜಿ.ಎ.ಎಸ್. ಸಮಿತಿಯ Dr. P.G.A.S. Samiti's

**ಪಂ. ಪಂಚಾಕ್ಷರ ಗವಾಯಿಗಳವರ ಕಲಾ ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ, ಗದಗ**  
 (ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಯೋಜನೆಗೆ ಒಳಪಟ್ಟಿದೆ) ನ್ಯಾಕ್ "ಬಿ" ಗ್ರೇಡ್ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ.

**PANDIT PANCHAXARA GAVAIGALAVAR ARTS AND COMMERCE COLLEGE, GADAG**

Affiliated by K.U.D. & Accredited to NAAC "B" Grade

ಶ್ರೀ ವೀರೇಶ್ವರ ಪುಣ್ಯಾಶ್ರಮ, ಗದಗ-582101

#### 4.4.2 POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS

For the maintenance of physical, academic and support facilities, college has earmarked necessary financial provisions. With the supporting of Governing Body and outcome of the IQAC proceedings, necessary steps being implemented to ensure the utmost maintenance of infrastructural facilities which are necessary for smooth functioning teaching learning processes.

#### **Maintenance and utilization of laboratories are as follows:-**

College has Computer laboratory, English Lab, etc. For the maintenance of computers which are made available at Laboratory, computer faculty is entrusted the responsibility to ensure the working conditions of every computer. Computer laboratory is regularly monitored by computer faculty. At the beginning of the semester, concerned faculty member has to give report of the working conditions of computers in computer laboratory. Principal invite external expert for repairs. College procure necessary peripherals as and when required.

#### **Policies and procedures of Library:-**

College has Library Committee. The Committee is entrusted to conduct meeting atleast twice in a semester. Committee seeks suggestions and recommendations from students representatives, faculty members for the procurement of any learning resources based on the course curriculum. Some of the initiatives are;

1. The requirement and list of books is taken from the concerned faculty.
2. The finalized list of required books is duly approved and signed by the Principal, IQAC Library Committee.
3. Based on the approval from the Principal, Librarian processes the order for the procurement of learning resources.
4. Other issues such as weeding out of old titles, schedule of issue/return of books etc.
5. The maintenance of the reading room is done regularly by library staff.
6. Stock verification of library books is done every year by stock verification committee,

**Sports: -**

College has Sports Committee. Necessary financial resources are earmarked for the conduct of various sports activities within the campus and also to encourage sports students to participate competitions at various levels. Similarly, college arranges coach for specific sporting events. To encourage and promote sports person, college provides financial assistance. The maintenance of sports equipment is under the supervision of sports in- charge of the college. The policy of stock taking of sports equipment is followed every year.

**Classrooms: -**

To maintain cleanliness of the classrooms casual staff is allocated. The policy is to keep every classroom hygienic and ensure congenial learning atmosphere. Administrative staff monitors every class rooms for the proper functioning of lights, fans, LCDs, electronics lecterns and sees that lights are turn off after the college hours. In addition to this, college has placed notices at the prominent places of the college to create awareness about proper usage of electricity and water.

### **Policies and procedures of maintain and utilizing other facilities:-**

- Regular cleaning of garbage disposal, pest control, Generator, UPS is undertaken.
- College campus maintenance is monitored through regular inspection by Administrative staff.
- 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 lab assistants.
- Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
- Regular maintenance of the water cooler and water purifier is done.



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