



ಕೆ.ಇ. ಬೋರ್ಡಿನ ಪ್ರಥಮ ದರ್ಜೆ ಕಲಾ ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ

ಶಿವಾಜಿ ಸರ್ಕಲ್, ಸವದತ್ತಿ ರಸ್ತೆ, ಧಾರವಾಡ - 6

K.E. BOARD'S FIRST GRADE ARTS & COMMERCE COLLEGE

Shivaji Circle, Savadatti Road, DHARWAD-6

College Code No - 1218

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Website : kebdegreecollege.edu.in

Ref. No : KEB/FGC/

Date : _____

PROCEDURES AND POLICIES FOR MAINTENANCE OF INFRASTRUCTURAL FACILITIES.

The physical facilities include the buildings, playground ,auditorium, gymnasium, classrooms, laboratories etc., for smooth conduct of curricular, cocurricular and extra curricular activities. The esteemed management do support the institution in augmentation of infrastructural facilities based on priority. College is surrounded with 5.39 acres of land with the built up area of 2161.41 Sq.Mtrs. With the guidance and support of esteemed Management, the Head of the Institution has drawn a policy and procedures for the maintenance of infrastructural facilities.

College Campus:

Entrusted menial staff to maintain the campus clean and regularly put water to the plants surrounded in the campus. Surveillance cameras are placed at the statutory points for the safety and security of students and staff. The Institution has made a policy to replace the CCTV cameras once in 5 years and the supplier has to follow the agreement and policy for regular maintenance of existing cameras mounted at various locations of the campus.

Every staff of the college is well informed to enquire about outsiders purpose of their visit and if it is genuine and official such visitors are permitted to meet the Principal.

The Management appointee Site Engineer is entrusted to visit the campus, monitor the fitness of the campus, compound wall, class rooms and all other infrastructural facilities. In the case of deterioration of any part of the building, he has to prepare the comprehensive note and budget and submit the report to the Principal. The Principal in turn communicates the same to the Management for getting this implemented.

Class rooms:

Menial staff is strictly entrusted to sweep the class rooms and keep empty dust bin prior to commencement of classes every day. During the vacation, in support of administrative staff, Principal gets the working conditions of each and every benches. Minor repairs are got through carpenter from time to time. Teachers are instructed to wipe the board after completion of class. Once in six months, Administrative staff should check the working conditions of fans, lights, etc and accordingly dead equipments should be replaced immediately. Administrative staff also monitor and check the working conditions of LCD mounted in different class rooms and seminar





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hall. Every teacher is instructed to inform students and remind time and again about maintenance of discipline inside the class room. Any damage caused by students, they are strictly penalized accordingly.

Purified Drinking Water Facility:

College has 03 units of purified water drinking facility. To maintain these units, Administrative staff should call the supplier atleast once in six months to replace the candle and maintain the log book which is to be approved by the Head of the Institution.

Laboratories

The computer laboratory should be regularly maintained the overall working conditions of computers, printers and equipments. Lab technician should keep the track record of students usage of computer. She should also regularly monitor and guide students as and when they attend for practical sessions.

Library maintenance

The library has well trained staff. The library is maintained with e-Lib software. The library staff should update the stock of the learning resources periodically and get it approved by the Head of the Institution once in six months. The learning resources are procured based on the recommendations of Library Committee and Librarian is empowered to place the order to authorized book supplier only. The library committee meets in the beginning of the academic year and prepare the budget for the year. The central library is strengthened with sufficient learning resources, academic journals, periodicals, competitive examination magazines and journals. In addition to the circulation of books and learning resources to students and staff, Librarian is entrusted to conduct special programme so as to attract good number of students to library regularly and make optimum usage of learning resources.

Maintenance of sports and games

The college has a vast play field with 200mts track. All the other play fields are maintained by Physical Education Director regularly. The college has gymnasium measuring 2000 square feet with modern equipments. The students work under the guidance of physical director in gymnasium. Experts are invited to coach students on some occasions. Physical Education Director must place the First Aid kit at Library, sports room.

PRINCIPAL

K. E. Board's

First Grade Arts & Commerce College,
Shivaji Circle, Savadatti Road, Dharwad-6