



BVV Sangha's  
**Basaveshwar Arts College Bagalkot**



Accredited at 'B' Grade by NAAC

## 4.4.2.

**There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.**



# **INDEX**

- 1) Procedures of Policies of maintenance of Infrastructure 3 to 4
- 2) Rules and Regulations of maintaining the Labs 5

**B.V.V.Sangha's**  
**Basaveshwar Arts College, Bagalkot**



**Procedures and Policies of maintenance of infrastructure**

**Statement:** Basaveshwar Arts College ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of financial committee constituted for this purpose and uses the grants received the college as per the requirements in the interest of students.

**Scope:** This policy and its components, applies to all the staff, concerned administrators and Management.

**Objective:** The procedures and policies for maintaining and utilizing physical, academic and support facilities focus on ensuring accountability and transparency. It includes laboratory, library, sports complex, computers, and classrooms

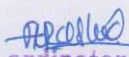
**Regulations:**


**Laboratory**

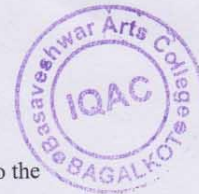
- Annual stock checking is done under the guidance of the HOD's. The stock is cross checked and verified by the HOD of another department faculties.
- Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments.
- The microscopes and glassware used by students are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments.

**Library**

- The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
- At the beginning of the new academic year, students are motivated to register themselves in library.
- The proper account of visitors (students and staff) on daily basis is maintained.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

  
**Co-ordinator, IQAC**  
**Basaveshwar Arts College**  
**BAGALKOT.**

  
**Principal**  
**B.V.V.S. Basaveshwar Arts College**  
**BAGALKOT.**



### Sports

- The physical education director in consultation with the Principal sees to the maintenance of sports equipment.
- Maintenance of gym equipment is done whenever necessary and outsourced

### Computers

- Consumable accessories such as printer ink, cartridges, and papers are provided when necessary.
- Networking infrastructure is out sourced by the college.

### Classrooms

- Classrooms and washrooms are cleaned with the help of full time sweepers.
- Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.

### Others

- A register is maintained in the college office for requisitions of repairs.
- Repairs and maintenance of furniture, building, electrical and lighting appliances are routinely undertaken and are outsourced.

*Approved*  
Co-ordinator, IQAC  
Basaveshwar Arts College  
BAGALKOT.

*[Signature]*  
Principal  
B.V.V.S. Basaveshwar Arts College  
BAGALKOT.

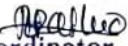
- 1) Shri. N.R. Ingalegi - *[Signature]*
- 2) Shri. Santosh Gogavar - *[Signature]*
- 3) Shri. M.M. Devanai - *[Signature]*
- 4) Shri. S.V. Katti - *[Signature]*
- 5) Dr. Smt. Manjula Chavan - *[Signature]*



## **Rules and Regulations for Labs**



1. Students must present a valid ID card before entering the computer lab.
2. Playing games on computer in the lab is strictly prohibited.
3. Users are strictly prohibited from downloading, viewing or distributing any offensive materials (for example pornography, profane language etc.)
4. Users are strictly prohibited from modifying or deleting any important files and install any software or settings in the computer
5. Eating and drinking inside the computer labs is strictly prohibited.
6. Internet facility is only for educational/ study purpose.
7. The lab must be kept clean and tidy at all times.
8. If any problem arises, please bring the same to the notice of lab in-charge.
9. Lab timing will be as per the academic time table of different classes
10. Conversation, discussion, loud talking & sleeping are strictly prohibited.
11. Students are not allowed to use personal Pen Drives, CDs, DVDs etc., in a Computer Lab. Only prescribed official Pen Drives, CDs, DVDs etc. will be used in the Computer Lab to avoid VIRUS in Computers.
12. In case of theft / destruction of the computers or peripherals, double the cost of the loss will be charged from the student/user.
13. The use of cell phones is prohibited in the computer lab. Cell phone usage in the computer lab is distracting to other students and instructors.
14. Students found Internet surfing or chatting for personal reasons may be asked to leave.
15. Personal files are not to be stored on the local drive C. Students are responsible for providing their own means of digital storage. All lab computers are set up to remove any data stored or any programs installed by users.
16. Before leaving the lab, users must close all programs positively and keep the desktop blank.
17. DO NOT leave your personal belongings at the computer lab. The College is not responsible for items left behind.

  
**Co-ordinator, IQAC**  
Basavechwar Arts College  
BAGALKOT.

  
**Principal**  
B.V.V.S. Basavechwar Arts College  
BAGALKOT.