

Dr.B.B.Hegde First Grade College, Kundapura.

Procedures and policies for maintaining and utilizing physical, academic and support facilities- Laboratory, Library, Computers, Classrooms, Sports.

The College ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities as per the requirements in the interest of the students'.

Laboratory:

- Annual stock checking is done under the guidance of the HoD's. The stock is crosschecked and verified by the HoD of another science department.
- Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments,
- The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises.
- 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.
- There is systematic disposal of waste of all types such as bio-degradable /chemical and e-waste.

Library:

- The requirement and list of books, is taken from the concerned departments and HoDs 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.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing for exam.
- The proper account of visitors (students and staff) on daily basis is maintained.
- Annual Stock Verification is done under the guidance of library committee & reported to the Principal.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

Computers:

- A person is appointed for the maintenance of computer systems.
- Consumable accessories such as printer ink, cartridges, paper are provided when necessary.
- A register is maintained in the College office for requirement of computer accessories provided from time to time.
- Networking infrastructure is maintained by Shivashakthi Technologies Ltd., Kundapura

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.
- Repairs and maintenance of furniture, building, electrical and lighting appliances are routinely undertaken and are outsourced.

Sports:

- The Physical Education Director in consultation with the Principal sees to the maintenance of sports equipments.

Others:

- A register is maintained in the College office for requisitions of repairs.
- Maintenance of water filters is done by Benaka Aqua Services, Udupi.
- Maintenance of ACs is done by Hollas Enterprises , Kundapura
- Maintenance of UPS by Shivashakthi Technologies Ltd., Kundapura
- Maintenance of generators is done by Prasad Power, Udupi


Principal
Dr. B.B. Hegde First Grade College
Kundapura -576201

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