



# SHREE GOKARNANATHESHWARA COLLEGE

GANDHINAGAR, MANGALURU - 575 003, D.K.

Affiliated to Mangalore University

NAAC Re-accredited "B+" Grade (2.73 CGPA)

Ph.: 0824-2457226, Fax : 0824-2457221, E-mail : sgokarnanatha@rediffmail.com

Website : www.gokarnanatheshwaracollege.com

Ref.:

Date : .....

## Maintenance Policy for Classrooms / Lecture Halls

1. The institution has spacious classrooms with adequate natural ventilation, having sufficient fans, LED tube lights, fixtures, white board, LCD Projector with screen and required furniture.
2. In the beginning of every academic year, the classrooms are allotted as per the student strength.
3. During the year, in case when any student has severe leg ailments, then to aid the special need and convenience of such student, temporary adjustments are made by shifting the class on the ground floor.
4. Allotment is done as per the lecture schedule in consultation with the Time Table Committee and the Head of the Institution so as to accommodate the lecture sessions of language and elective courses.
5. Scheduling of activities during non-lecture hours and utilizing the lecture halls for Guest Lectures, EC/CC activities, Association Meetings, preparations for competitions/fests.
6. Internal Assessment Examinations, University Semester Examinations are smoothly conducted as per the University schedule in the classrooms.
7. Students are instructed to utilize all classrooms optimally during the day long working hours.
8. Permission from the Principal is required to use the classroom for any purpose other than the scheduled hours.
9. Our classrooms are also used by Junior College on special request for conducting Second Pre-University Board Examinations when students' strength appearing for the exam exceeds their seating capacity. Apart from this various professional and competitive examinations are held on our campus. Accordingly the classrooms are provided with optimal arrangements and appropriate adjustments.
10. On weekends, couple of our classrooms is utilized by institutes for conduct of their training / coaching classes.
11. The above stated usage is well routed through directions of the Principal and approval by the Governing Board of Management.

### Maintenance Policy :

1. Purchasing new tables, benches, chairs, boards, screen, and other consumables is done by raising the requisition with office superintendent and the same is forwarded by the Principal to the Correspondent for approval.

  
IQAC Co-ordinator  
IQAC Coordinator  
Shree Gokarnanatheshwara College  
Gandhinagar, Mangaluru-3

  
Principal  
PRINCIPAL  
SHREE GOKARNANATHESHWARA  
COLLEGE, GANDHINAGAR  
MANGALORE