



# SHREE GOKARNANATHESHWARA COLLEGE

GANDHINAGAR, MANGALURU - 575 003, D.K.

Affiliated to Mangalore University

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

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Ref.:

Date : .....

## Policies & Procedures for Utilization & Maintenance of Campus Facilities

### Objectives :

The policy aims to have an effective mechanism for the upkeep of the infrastructure and other facilities so as to have optimum utilization of the facilities in order to ensure uninterrupted functioning.

### Work Followed-up

Upkeep and maintenance related works are followed-up/monitored in following major areas:

1. Civil Maintenance
2. Power Supply & Electrical Maintenance
3. Computing and Software Facility Maintenance
4. Internet Services
5. Departmental Equipment Maintenance
6. House-keeping and Sanitation
7. Generator Maintenance
8. CCTV Surveillance
9. Maintenance of Furniture and Fixtures
10. Water Supply, Water Tank and Water Cooler Cleaning & Maintenance
11. Garden maintenance

### Maintenance Work Procedure:

1. The Office Superintendent who is incharge of the work conducts periodic checks to ensure the efficiency/ working condition of the infrastructure.
2. The committee also undertakes the stock-taking and verification at the end of every academic year of the physical facilities and reports the same to the Principal.
3. Every department is expected to maintain a stock register for the available equipments. Proper inspection is done and verification of stock takes place at the end of every year.
4. The Department which is in need of repair and maintenance work will approach the respective Head of the Department and register the nature of maintenance / repair work to be undertaken.
5. On the follow-up undertaken by the Office Superintendent in consultation with the Principal, the Maintenance Person inspects the site and undertakes the task.
6. Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.
7. All monthly /annual maintenance bills are furnished before the Principal and Correspondent for its approval.

  
PRINCIPAL  
SHREE GOKARNANATHESHWARA  
COLLEGE, GANDHINAGAR  
MANGALORE

## Policy & Procedure:

### 1. Physical / Infrastructural facilities I Auditorium

#### Procedure for Utilization:

1. whenever any Departments / Associations / Cells require Seminar Hall for the conduct of any event or activity; shall make a requisition for its use to the Principal.
2. On seeking the requisition for the use, Principal looks for its availability and communicates to the concerned accordingly.
3. A diary is maintained by the Principal to record the schedule of the events / activities for which the permission for use is granted.

#### Maintenance Policy:

1. Every staff organizer of the programme or event in the auditorium is responsible for its diligence maintenance and upkeep.
2. Student conveners and volunteers of the events are also sensitized about the careful use and maintenance of the hall.

### II. College Canteen

The College has an in-house canteen which nourishes with hot and cold beverages, snacks, and different varieties of light refreshments are served at reasonable and affordable price.

Sl. No.	Type of maintenance	Periodicity of Maintenance
1.	Civil Maintenance	Carried out as per the requirement.
2.	Electrical Maintenance	Carried out as per the complaints received.
3.	Computing and Software Facility Maintenance	Carried out as per the requisitions received from respective departments.
4.	Departmental Equipment Maintenance	Carried out as per the requisitions received from respective departments.
5.	House-keeping and Sanitation	Carried out daily as per the cleaning schedule.
6.	Generator Maintenance	Carried as and when the need arises.
7.	CCTV Surveillance	Carried out as and when required.
8.	Maintenance of Furniture and Fixtures	Carried out ideally during the vacations or as and when the need arises.
9.	Water Tank Cleaning	Carried out periodically.
10.	Water Cooler Cleaning and Maintenance	Carried out periodically.
11.	Garden maintenance	Carried out on a regular basis.

### 3. Computer Laboratories

The institution has well-maintained, desktops with ample table space. These Laboratories catering to the needs are provided with advanced computers which are sufficiently equipped with the latest tools and licensed software packages, connected through LAN and Internet. Laboratories has a dedicated Lab Instructor. The systems are maintained with the help of the hardware technicians

### **Procedure for Utilization :**

The Head of the Department of Computer Science and Applications is the custodian for maintenance and upgradation of the computer infrastructure in the institution. He / She oversees the maintenance and operation of Computer Labs and also recommends suitable configurations to other Heads of the Departments who want to purchase computers for their departments.

1. The computer laboratories are allotted to the students as per their requirement.
2. The Computer Laboratories are also available for use by the staff of other departments.
3. Computer Laboratories is permitted by the Principal for the conduct of Add-on / Certificate Courses or to facilitate any practical sessions for students

### **General Rules and Regulations for Computer Laboratories:**

1. Computer Laboratories will be open during college working hours.
2. Students should use the Computer Lab only for academic learning activities and curricular related assignments / projects.
3. Only faculty members, students and staff of the college are allowed inside the Computer Laboratory. No visitors are allowed inside the Lab without prior permission from the concerned Head of the Department.
4. Silence is to be maintained in the Laboratory at all times.
5. Students must wear the Identity Cards and should be dressed as per the College Dress Code applicable to them.
6. Students shall not carry any pen drives, CDs or any other storage devices without prior permission from the Lab In-charge. Failure to comply with this requirement shall result in disciplinary action against the concerned student and the unauthorized storage device(s) used by the student or in possession of the student shall be confiscated.
7. Students shall occupy / use only the systems as identified / assigned by the Lab In-charge/Course Instructor.
8. Students shall not indulge in hacking or any such unethical / unauthorized attempt to access information in files / systems other than their own.
9. Any attempt to destroy or destruction of data or programs in individual machines as well as the server shall result in stringent disciplinary action against the guilty / errant student.
10. The Internet facility is provided purely for academic learning and acquiring knowledge. Students shall vacate the system after the stipulated time if required by other fellow students.
11. Students are prohibited from visiting any sites which do not add learning value or are illegal. Violation of this regulation shall be deemed to be a serious act of indiscipline. Use of the Laboratory and / or the facilities provided therein for any purpose other than the bonafide purpose of prescribed academic learning shall be deemed to be a serious act of indiscipline and the college shall be entitled to take action as it deems fit.
12. Students shall not use the Internet facility for sending unproductive, provocative, illegal mails or indulge in undesirable audio or video chat. Any attempt to misuse the Internet / Wi-Fi facility shall result in disciplinary action on the concerned student.
13. Students should turn-off their computers after finishing the work before they leave the Laboratory.
14. Beverages and any eatables are strictly prohibited inside the Laboratories.
15. Mobile phones are strictly prohibited in the Laboratory and violation of the rule results in the confiscation of the mobile phone, levy of fine and / or expulsion from the Laboratory.

  
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16. if any damage is caused to any computer system or its peripherals due to negligence and /or deliberate mischief by student(s), the entire cost of the system / peripherals will be recovered by the College from the concerned student(s).

**Maintenance Policy:**

1. All the computers and peripherals are monitored and maintained from time-to-time.
2. All the systems are security protected and are updated on time.
3. Laboratory Attendant performs minor maintenance of the system and peripherals.
4. The software update, ICT tools and internet related issues are resolved from the respective service providers.
5. All computers and peripherals are serviced by respective technical assistant for any major problem.
6. In case of any defect or failure in the system, necessary procedure is followed-up.
7. The routine house-keeping and the maintenance of the Laboratories are done by the house- keepers as per cleaning schedule.
8. Stock Verification process must be carried out at the end of the academic year and the same must be reported to the Principal by the Head of the Department.



IQAC Co-ordinator

**IQAC Coordinator**  
**Shree Gokarnanatheshwara College**  
**Gandhinagar, Mangaluru-3**



Principal

**SHREE GOKARNANATHESHWARA**  
**COLLEGE, GANDHINAGAR**  
**MANGALURU**