

PROCESS AND POLICY OF THE INSTITUTION :

Procedures and Policies for maintaining and utilizing physical, academic and support facilities, laboratory, library, sports complex, computers, class rooms, etc (Key indicator 4.4.2)

The policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching and learning depends on the nature and duration of the requirements of the institution. If the infrastructure either of buildings or materials required for short duration, that can be adjusted within the existing infrastructure. If the infrastructure required for long period, the institution will take certain measures to construct buildings or purchase required materials by utilizing its own fund or by mobilizing required resources from other agencies. The management of institution looks that there is no shortage of infrastructure of any kind thus, the institution has taken maximum care in providing infrastructure to facilitate effective learning. This policy of the institution facilitates effective teaching and learning.

a) Curricular and co-curricular activities:

We have sufficient infrastructure for curricular and co-curricular activities.

- Sufficient rooms - Total 42 rooms including 18 classrooms, 02 Computer laboratories, 01 library, 02 reading rooms, 06 department rooms, 01 common staffroom, 01 ladies room etc.
- Reading room with facilities of 100 students seating capacity.
- Sufficient reading materials i.e. total books-30,140, journals-30, daily news papers-10.
- Administrative building such as principal chamber, president room, office room and department rooms.
- Computer laboratory with internet facility. The total numbers of PCs are 80 and 15 Printers with 80 students' accommodation.
- Computers with internet facilities in office, principal chamber, department rooms and library.
- Well furnished canteen facilities, health centre and hostel facilities for ladies with intake of 40 students.
- We have sufficient furniture and equipments such as generators, 5 KVA invertors, Xerox machines etc.

- We have sufficient essential materials like mike, musical instruments, LCD, TV etc. which are helpful in organizing curricular and co-curricular activities.
- Seminar hall to conduct various seminars, workshops, conferences and tutorials in different subjects.
- Regarding botanical garden, we provide only Arts and Commerce programmes not Science programme. Hence the botanical garden is no need for our programmes. However, to maintain beauty of the campus and greenery in the campus we have planted certain show plants, small trees for esthetic pleasure in the campus.
- We have research facilities with sufficient infrastructure like library, computers, internet with Wi-Fi, printers, Xerox machines to facilitate the research scholars doing Ph.D. and M.Phil. courses.

b) Extra –curricular activities:

We have various departments like NSS, NCC, Youth Red Cross, SWO department, Scouts & Guides, SC/ST cell, sports and other departments to conduct extracurricular activities.

- We have sufficient two playgrounds to conduct Athletic and Outdoor games.
- We have Sports rooms to conduct indoor games and under UGC assistance Indoor Sports Training Hall.
- Gymnasium facility is available.
- Simple auditorium room is available to conduct various cultural programmes, Yoga and important meetings with the students.
- For the development of public speaking and communication skills we have language laboratory.
- For primary health care and hygiene of staff and students we have health centre to take care of minor health problems. One qualified Doctor S. G. Naik visit the institution on request.

The staff members and students undergo medical checkup once in a year. For major health problems, the staff and students can avail the health facilities at Karnataka Health Institute (KHI), Ghataprabha at the minimum cost as our chairman is the Founder member of KHI.

The institution plans and ensures that the available infrastructure is optimally utilized. Classrooms are used according to the time-table of the college. Library is kept open for use of staff and students during working hours. Computer laboratory is kept open for use of students and staff during working hours of working days. Xerox machines can be used whenever there is need for getting Xerox copies both by students and staff. Library is kept open after the

working hours during the examination time for the use of students. Sports materials are used during and after the working hours. Thus the existing infrastructure is utilized to the maximum extent from morning to evening. We have plan of adding required infrastructure based on strength of the students and new course year after year in the campus.

The library ensures purchase and use of current titles, important journals and other reading materials by adopting the following procedures.

- Purchase of books in consultation with the head of the departments and approved by the purchasing committee.
- For current titles orders are placed to the publishers
- Important journals and other reading materials are subscribed on the recommendation of the faculty members
- For e-journals : we have subscribed for e-journals.

The institution maintains its infrastructure facilities in good and working condition. No permanent staff is appointed for the repair and maintenance of equipments. The repair of the damaged buildings and furniture of the college is made yearly. For the repair of the equipments one outside technician is called temporarily for the repair. One faculty member is assigned for supervision of equipments, wherever there is a need for the repair of the equipments the concerned faculty looks after it. For software maintenance we have assigned package programme to a particular company on yearly basis. They upgrade the software annually. For hardware equipments (Soft-Techs & Info-Tech Service and Sales Dealer) are assigned for maintenance.