

#### 4.4.2 PROCEDURES AND POLICIES FOR THE MAINTENANCE OF CLASS ROOMS, LABORATORIES, SPORTS, BUILDING, ETC.

The college has an established system for maintaining and utilization of computers, classrooms, equipment and laboratories in the campus. As active planning body is operating in the college to fill the potential lacunae in the infrastructural, curricular, co-curricular and extracurricular areas. The planning body of the college that comprises building committee, planning committee, and Library Advisory Committee constantly monitors and evaluate the requirements of the college.

##### **Maintenance of Physical Facilities:**

The physical facilities including Auditorium, seminar hall, smart classroom, laboratories and computers etc., are for the students admitted in the college. The physical facilities are maintained and monitored by management. The staff members of the teaching and non-teaching staff are involve in the cleaning work every week Thursday. The college garden is maintained by the gardener appointed by the college.

##### **Maintenance of Classrooms**

All classrooms are laid out with adequate infrastructure benefitting teaching and learning. College has regularly entrusts menial staff on a rotation basis to keep every class room clean before the commencement of classes. Similarly, during the vacation, Administrative staff of the college ensures every benches of the class rooms are fit. In the cases of benches broken, imbalance, then Carpenter is hired to set the benches fit. Similarly, building repairs and maintenance is regularly carried out. College seeks additional financial assistance from the Management for the repairs of building, class rooms. The overall structure of the building is well maintained and campus is with good ambience .



  
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### **Laboratories:**

Computer faculty do take care of computer laboratory periodically. Before the commencement of the academic session, faculty is entrusted to ensure the working conditions of every computer placed in the laboratory and only in the cases of major repairs, installation of peripherals, etc., college hires external experts for repairs and maintenance. Based on the current trend and course curriculum, computers are upgraded and installed necessary software to enable effective teaching learning processes.

Laboratories Divekar College are fully functional with all necessary equipments. Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective class mentors.

### **Library Maintenance**

The library staff are clearly instructed for the care and handling of library documents, particularly during processing, shelving of the books. The library well maintained with the changing academic needs. It is partially automated using e-Lib. All the books are marked, classified and placed in the cupboards. Library e-Lib software upgrade or corrections done by the Aargees Business Solutions Hubli, by paying AMC every year.

### **Maintenance of Sports and Games Facility**

The sports equipments, playground and various courts are supervised and maintained by the physical education. Training for sports and games are given under the guidance of the physical education instructor. The college occasionally hires professional trainers for special sports training and field maintenance. Ground leveling and other repairs are done annually during the mid-summer vacation. All sports equipment and play area (Indoor Outdoor) are well maintained.

### **Maintenance of Greenery and Garden:**

College is surrounded with different types of trees and plants. College is surrounded with greenery. Gardening is carried out by the menial staff. Regular watering, nurturing is carried out to maintain the greenery atmosphere. With the support of NSS, YRC, etc., sapling is done to enhance the ambiance of campus.



  
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