

UNIVERSITY COLLEGE MANGALORE

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms

Maintenance and Housekeeping

- There is a system existing in the college for smooth functioning of maintenance and housekeeping.
- Any departments in need of repair and maintenance work will be brought to the notice of the head of the institution in writing, based on this repair works are carried out.
- The head of the institution signs the job completion report once any task is completed.
- All monthly maintenance bills are brought to the notice of the Principal.
- The College has Annual Maintenance Contracts for security and housekeeping.

Utilization and Maintenance of Classrooms

- The college office and departments would follow necessary procedures to ensure that the
- Classrooms are in order and physical/academic ambience is conducive for teaching and learning.
- Classrooms are allotted as per student strength.
- Repairs of permanently installed materials/equipment, repair of classroom seating, electrical outlets etc., are looked after by the personnel in charge of the physical infrastructure maintenance.
- There is an electrician appointed by the University to look after the electrical work and maintenance

Utilization and Maintenance of Laboratories

- Laboratories are allotted for practical session based on the timetable.
- Standard Operational Procedures (SOP) are strictly followed for handling various chemicals, equipment and instruments
- Stock register is maintained and updated regularly.
- Stock verification and inspection is carried out by the college designated committee at the end of the academic year.
- Old and unusable equipment, chemicals and instruments are discarded by following standard procedure.
- There are lab attendants/staff appointed by the University to look after the maintenance of the lab.

Utilization and Maintenance of Computers

- The maintenance, repair and service of computers are administered by the annual maintenance team of the University.
- All outdated computers and printers are disposed off at the end of every year.

Utilization and Maintenance of Library

- Library assistants under the supervision of Librarian are responsible for maintaining orderly arrangements of library materials.
- Each faculty member can borrow 15 books for each semester.
- The students procure an Identity Card to access the library and can take four books for a period of 15 days.
- If the person fails to return the borrowed book, the concerned borrower is made responsible
- Most of the library works like book borrowing and lending etc. are partially automated with library software KOHA.
- Students, research scholars and staff members are utilizing the library from 9.30 am to 5.00 pm
- All who are using library can access online journals and magazines through the digital library.
- The stock verification of the library books is done by the designated college committee.

Sports infrastructure

- Maintenance of Sports and Games facility, the sports equipment, Gymnasium, ground and various courts in the Campus are supervised by the Head of the Physical Education Department.
- Sports and games activities of the students are trained and coordinated under the guidance of the physical education teachers.
- Records related to the sports are maintained at the Physical Education Department \There is a sports committee which drafts governing policies of the sports activity in the college.
- Designated stock verification committee will inspect all sports related assets once in a year and submits its report to the office.