

## **Procedures And Policies For Maintaining And Utilizing Physical, Academic And Support Facilities**

- No using mobile phones and to maintain discipline and cleanliness in library, laboratory, classroom, campus, etc.
- Supervisors maintain and follow a duty list for the helping staff with cleaning the rooms, toilets, labs, campus etc. regularly.
- The Bangalore University rules and policies with regards to attendance, exams and curriculum are strictly followed. Information about student's attendance is given to parents on a daily basis.
- Students are expected to use the library and browsing centres during their free hours and after class hours. And record is maintained.
- Annual service and repair of computers are done and students are expected to shut-down the computers after use. UPS is used to maintain the computers.
- Seminar hall is used for different activities of the college and record is maintained where the department that is using the facility and the time when required is recorded based on which the supervisors will make the necessary arrangements.
- The supervisors are expected to maintain the lights, fans and other electrical fittings in a working condition.
- A record of stationary used is maintained and minimal usage of A4 sheets is encouraged.
- Using Koha software, the library books are barcoded.
- Departmental records are prepared and updated on a regular basis.
- All extension activities and cells are maintaining records.
- Attendance of the staff is recorded by using the biometric facility.
- Indoor games like carom board, chess etc. are provided for recreation.
- College website and digital display is updated daily.
- The college is active on social media like Facebook and Instagram etc.