



**Malnad Development Foundation ®**  
**Lal Bahadur Arts, Science & S.B. Solabanna Shetty Commerce College,**  
**Sagar - 577401, Shimoga Dist. Karnataka.**

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*Affiliated to Kuvempu University*

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

The governing body takes direct initiative in the maintenance and upkeep of infrastructure and support facilities in consultation with IQAC. The supervisor, administrator and office superintendent monitors the quality of maintenance of infrastructure and equipments.

**Laboratory:**

Lab equipments are thorough inspected by lab assistants at regular intervals. Maintenance funds procured from the UGC are utilized for upkeep of specified items. Electrically sensitive equipments are provided with necessary backup to ensure steady functioning and safe guard against voltage fluctuations. In case of disruption in power supply, a diesel generator having a capacity of 63 KV functions as substitute source.

**Classroom:**

The office superintendent oversees the maintenance of the classroom equipments. Most of the departments maintain department libraries. Browsing center in student service is accessible to students at any time.

**Computer:**

College has a system technician to oversee the maintenance of the computer systems. The use of central computer lab is scheduled as per time table. Any repair beyond the scope of the system technician, external agencies are called for.

**Sport amenities:**

All sports amenities are under the incharge of director of Physical Education. A room is kept aside for keeping sports utilities. The maintenance of the courts is done on time.

### **Library:**

Maintenance and utilization of library resources are done through strictly following the library rules. Periodicals will be lent for one day after 15 days of their arrival. Damages caused to and loss of book attract fine amount 10 times the original price of the books and the amount collected is utilized for maintenance of the library.

### **Maintenance:**

The maintenance cost of buildings, furniture and library is met out of development fees collected from the students. The repair and maintenance expenditure of laboratories are met from the laboratory fees collected from students

- Major expenditure incurred on maintenance is borne by the management.
- Lab technicians, Carpenters, Electricians, Class IV employees, Gardener are paid by the management.
- A full time technician is put incharge of electrical works.
- Repair and paint work is done periodically whenever required.
- Annual stock verification of all departments is a regular process.
- Assistance of skilled professionals is taken on payment basis to repair lab equipments.
- College has a Building Committee and Engineering Committee as per UGC norms.
- Water coolers with purification units are maintained through AMCS.
- Fire extinguisher system is maintained regularly.

### **Utilization:**

Both students' and teachers' communities of the college make the best possible use of the infrastructure and learning resources available on the campus. Wherever the short comings and flaws are brought to notice, immediate corrective measures are initiated so that optimum use of the facilities is guaranteed all the time.

- Now and then, the college building is given over to the government agencies for the conduct of public competitive examinations, election training meetings etc.
- The Auditorium/seminar halls are given on rent to sociocultural organizations and government agencies for functions and the funds generated are utilized for the development of the college.

*Laxmi A*  
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