

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

The Policy of the college is to fulfil and upgrade the infrastructural requirements as and when the need arises. Various Committees of the college are constituted to plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilised. The Committees are:

01. Admission Committee
02. Time Table Committee
03. Rotract Club
04. Test and Examination Committee
05. NAAC: IQAC & ICT
06. HRM Nodal Officer
07. UGC Committee
08. Carrier Guidance & Placement Cell
09. Sports Committee
10. National Service Scheme (NSS)
11. Cultural Club
12. Kamala Nehru Ranger Unit
13. Youth Red Cross
14. Student Welfare and Anti Sexual Harassment Cell
15. Legal Awareness Cell
16. Magazine Committee
17. Parent-Teachers Association
18. Women Empowerment Cell
19. Kamala Nehru Women's College Hostel Committee
20. Arogya Patha Committee
21. Alumni Association
22. Heritage Club
23. Campus Maintenance
24. NCC
25. Stock Verification Committee: (A) Sports and (B) Library

Each Committee consists of permanent and Guest Faculty Lecturers and they perform their duties efficiently in interest of the college. Each Committee conducts meeting on regular intervals to discuss the matters which are relating to the improvement of the college.

#### **PROCEDURE FOR MAINTENANCE OF FACILITIES:**

Every year Governing Council meeting was conducted to discuss the important matters for the development of the college. The college ensure regular maintenance

and upkeep of all infrastructural facilities. The maintenance work is carried out by trained in-house experts as well as outsourced to appropriate outside agencies. Furniture and equipments are purchased on regular basis as per requirements. The cleanliness, hygiene, sanitation, water supply, electricity, security and stationery conditions are taken care of and updated to the Head of the Institution.

The Management has appointed two Computer Operators to provide regular support services relating to computer work.

### **PROCEDURE FOR UTILISATION OF FACILITIES:**

The decisions with respect to the proposals for initiating new programmes in the college are taken in the staff meetings. The Time Table Committee evaluates the possibilities of rational and optimal use of the available time and space. Rooms of different sizes are allotted in accordance with the strength of the classes. They make recommendations periodically about the utilisation of the existing space. In addition to the above, suggestions are made for the most efficient use of the time frame, keeping in mind the need to balance academics, co-curricular and extra-curricular activities.

### **SPORTS:**

Our college has well equipped sports section. Every year our students are representing University, Regional, Zonal, District, State Level, National Level, International Level, Dasara Sports Meet, etc., After class hours, regular practices are made by the students in college campus for team events and in Nehru Stadium for athletics. Consequently, the college has won medals and cash prizes in various meets and different levels.

The Sports Department has a separate Gym section meant for the use of faculty members, students and outsiders. Prof.Mamatha.P.N, who had taken a special training in Nutrition and Fitness, is engaging the fitness classes for sports students and others after class hours every day.

This Department is looked after by a qualified Physical Director, Ms. Pooja.

### **COMPUTERS:**

There are 40 computers in computer lab. Nearly 40 students in a batch are utilising the lab at a time. Daily classes are conducted in 3 batches. All repairs and maintenance expenses of the lab are borne by the college.

All the Departments have separate systems with internet and Wi-fi facility.

## **LIBRARY: FULLY AUTOMATED COMPUTER SYSTEM (DIGITAL LIBRARY)**

We have a fully automated library which is named after Rastra Kavi Kuvempu. In the library, there is an Open Access System. All the books are bar-coded. The books are issued to the faculty members, students, Alumni (old students) and outsiders (needy persons). For every student, 2 books are issued for 15 days. Under Book Bank Scheme, 2 books are issued to the students for the whole year. In addition to the above, under a special scheme, books are also issued to SC and ST students for their studies. Old students and students and students pursuing higher education can use the library books for reference. In addition to the above, the books are used by the candidates, who are appearing for various competitive examinations like IAS, KAS, PSI, PDO, FDA, SDA, etc., The books are issued to both faculty members and students through manual and computer system. Every year nearly books worth Rs.1,00,000/- are added to the library. Separate issue registers are maintained for students and faculty members. Visitors registers are also maintained for the Lecturers and students.

Old students, retired and existing faculty members of our college have donated books, racks and also various text books to the library.

Other facilities such as Xerox, computers with Wi-Fi and internet and suggestion box are made available in the library. Old question paper files are systematically maintained Newspapers both in Kannada and English, bounded Journals, Periodicals, Magazines, books for competitive examinations, University News are also available in the library. Our library is systematically maintained by the qualified staff.

Along with these facilities, every Department is maintaining Departmental Libraries to help the students by issuing books for their reference work.

## **CLASS ROOMS:**

There are 18 class rooms in the college. Two of them are smart class rooms. Rest of them are green room class. In addition to the above, separate rooms are meant for Fashion Design Class, Computer Lab, Sports Section, Waiting Room, Examination Section, Auditorium, IQAC rooms, canteen, staff room, Principal Chamber, Office room, NSS room.

All the rooms are properly maintained by the staff. The class rooms are situated in the green and plastic free campus.