

N.V.SOCIETY'S
N.V.ARTS, SRI KANHVALAL MALU SCIENCE AND
DR.PANDURANGRAO PATKI COLLEGE OF COMMERCE, KALABURAGI

Procedures and policies for maintaining and utilizing physical, academic and support facilities

Our college has established systems and procedures for the usage and maintenance of the various physical, academic and support facilities available in the institution. Different committees, faculty members of the Non – teaching staff, work in close coordination with the college administration to ensure optimum utilization of the college. The system and procedure employed can be explained as follows:

1. The TimeTable committee ensures the proper distribution of workload to the faculty of all courses, time management is thereby employed to ensure a break in between, to teachers for preparation between lectures. All the classrooms, seminar halls and laboratories are utilized in an optimum way. The time table is designed in such a manner that all the subjects have equal opportunity for their academic and extracurricular activities. Classroom scheduling enables students to attend class and prepare the schedule accordingly, thus developing discipline and productivity.
2. The schedule for laboratory is decided by the time table committee with active involvement of the heads of the various departments. It ensures the smooth functioning of particles in laboratories without clashes in schedules, thus meeting the principles of time tabling. The committee thus shoulders the responsibility of preparation of time table, subject wise allotment, assigning classrooms and labs, common resources usage and departments specific requirement i.e. specific rooms for core and optional subjects

rescheduling the hours in case of clashes or on request of particular teachers with the consensus of other faculties the committee displays the time table on the notice board for information of both the teachers as well as the students, separately.

3. The space for the office administration staff has been determined in accordance with the requirements. The office administrative staff and their support staff have been allotted rooms, furnished and equipped, in an orderly manner that ensures the smooth functioning of the day today work of the college. The principal of the college, with the assistance of the office superintendent allocate the required space for individuals in the administrative staff. For any renovation and further requirements, inputs are taken from the administrative staff and executed by the college with permission from the N V Society.
4. The sports department of N V Degree College has been instrumental in developing the physical health and mental faculties of the student as well as the staff. The sports facilities is present in the campus are used mainly for the sports training for students competitions at the college, inter college, university and zonal levels, for students and the college premises is under CCTV surveillance. As a challenge to ensure safety both internally and externally CCTV cameras have been installed in the classrooms, office room, library and laboratories the passages and the outer space. Fire extinguishers shares have been installed in all the laboratories, to handle emergencies. The NSS officer and students of this cell work endlessly for the cleanliness and beautification of the campus. The college gardener ensures safety and neatness of the garden and the beauty of the plants and trees.