



SARADA VILAS COLLEGE

Krishnamurthypuram, Mysuru - 570 004

(Affiliated to the University of Mysore)

Reaccredited by NAAC with A grade (CGPA : 3.19)

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4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

2023-24

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Established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers and classrooms

To provide ample infrastructural facilities for effective teaching and learning, the institution has various policies and procedures.

- The Principal is monitoring the maintenance and utilization of all facilities like ICT enabled classrooms, laboratories, lab equipment, library books, department books, auditorium, playground, Digital library and gymnasium by forming various committees.
- Every committee has a convener, 5 to 6 faculty members and student representatives.
- The maintenance of cleanliness in the campus is done on a regular basis with housekeeping logs.
- The renewal of subscriptions for e-resources like e-books, e-journals and magazines are also done regularly and Book racks are cleaned thoroughly once a week in the library.
- The departmental library is taken care of by the head of the department. The Botany and Zoology museums are looked after by the concerned department supporting staff.
- The service of the microscopes is outsourced. The repair and maintenance of equipment in the laboratory is taken up by external agencies.
- The stock verification in the laboratories and physical verification of infrastructure shall be carried out periodically by stock verification committee.
- The College office maintains a register to record the complaints related to electrical work, computer systems, furniture etc. Based on the type of complaints, majority of the problems are resolved by the concerned persons. Sometimes if required, the experts from outside are also called.
- Botanical garden is well maintained by the department of Botany to enrich knowledge of life science students and also to add beauty to the College.
- To segregate dry waste and wet waste, separate dustbins are placed in all corners and classrooms.

- A Vermiculture unit is maintained by the department of Zoology to decompose the green wastes of the campus. The generated vermicompost will be utilized in the botanical garden.
- The maintenance of IT infrastructure like ICT Tools, internet connectivity in all the departments, Biometric, CCTV surveillance, purchase of software, hardware, repair and upgradation are taken care of by system administrators.
- The site engineer will look after the timely maintenance of plumbing work, electrical work and civil work of the college.
- The college website is updated periodically.
- The entry and exit of vehicles in the parking area is monitored by the security.
- To utilize the auditorium for cultural event, a request letter is given to the management through Principal for approval.
- Under the supervision of physical education director, the training and use of sports facilities takes place in the Sports Complex.