

## **KLS GOGTE COLLEGE OF COMMERCE, BELAGAVI**

The college has a dedicated maintenance department responsible for overseeing the maintenance of buildings, class rooms, laboratories, hostels, cafeterias, sports facilities, utilities, lawns and other infrastructure etc. A maintenance committee is constituted at consisting of staff from various departments who oversee the maintenance and upkeep of the physical infrastructure, facilities, open areas, gardens and other infrastructure. The department, with support from KLS office, continuously monitors and maintains the campus. Maintenance of infrastructure facilities, services and equipment's is done as per following details:

1. The infrastructure facilities such as class-rooms, buildings, hostels, green areas, laboratories, etc. are maintained by the maintenance department.
2. The committee ensures uninterrupted power supply and maintenance of electrical assets. The maintenance of equipment like Generator Sets, General Lighting, Power Distribution System etc. are undertaken as per their preventive maintenance schedules, guidelines by the equipment supplier.
3. The maintenance of equipments for water pumping plants, sewage, etc. are undertaken as per their preventive maintenance schedules, guidelines by the KLS office.
4. Maintenance of Services: The College provides various services / facilities to the students, faculty and staff and are maintained by respective service providers as per contract. Cafeteria, Banking / ATMs, Gymnasium, Photocopy services, Post Office ,Books & Stationery, Departmental Store, etc are available. Clinic provides medical assistance to students and staff. Housekeeping services are partially outsourced.
5. The institution has a dedicated cell to look after the repair, maintenance and upkeep of labs. Major laboratory equipments are under Annual Maintenance Contract (AMC) for their regular preventive and corrective maintenance. Campus Surveillance Cameras, CCTVs, other security equipments are maintained through

IT department by the equipment providers. Teaching aids such as LCD Projectors, Laptops, Desktops, Printers, Wi-Fi etc. are maintained by IT department.

7. Fire fighting equipments in various blocks, class-rooms, labs, hostels, offices, etc. are maintained by maintenance Department. The respective departments conduct a periodic audit to ensure timely corrective action for proper functioning of the various equipments.

8. Inventory/Stock Register and Log Book for each costly and high end equipment in each Institute are maintained on a regular basis which is to be supervised by senior faculty-in-charge once a month.

9. Transport committee is constituted for maintaining the college vehicles. The committee ensures the maintenance, upkeep and proper utilization of bus and other vehicles. The committee ascertains the SOP's are followed and the rules and regulations prescribed by the concerned agencies are adhered to.

10. Library committee ensures proper maintenance of library building, books and other paraphernalia. The committee meets regularly and recommends to the principal about needs and requirements of the library. Student representatives are also a part of the committee to provide the input.

11. The sports officer ensures proper upkeep of sports facilities, ground and equipments. As per the SOP equipments are purchased and maintained. In consultation with KLS office all the sports arena is kept in shape for optimum utilization.