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K.L.E. Society's

RAJA LAKHAMAGOUDA SCIENCE INSTITUTE, BELAGAVI



Autonomous

Re-Accredited with 'A' grade by NAAC

Policy For Utilization and Maintenance of Physical, Academic and Support Facilities

One of the key areas in administration is the establishment, utilization and maintenance of various types of infrastructure. The success of investments made in infrastructure depends on proper /optimum utilization. The utilization of infrastructure could be monitored through periodical supervision and measures like computerized entry, biometric monitoring of entrances and exits and the appointment of adequate maintenance and supervisory staff and issue registers, utilization registers etc. The Institute has a well-defined policy towards maintenance of infrastructure.

Objectives

- To ensure proper utilization and upkeep of all types of infrastructure
- To instill a preservatory and conservatory culture among students and employees
- To maintain the academic and ecological ambience of the campus
- To meet the expectations of all stake-holders regarding infrastructural facilities
- To ensure that the investments made are rewarding

Utilization Policy

- The Institution mandates and ensures optimal utilization of any facility except for gadgets/equipment/systems that require cooling/recovery time/rest.
- Stock Registers: All Departments/Sections are required to maintain stock registers that are updated with each new purchase or condemnation.
- The Institution ensures annual stock verification by the designated committee and condemned items are to be reported in writing to the principal for necessary action
- Optimum utilization of Library resources by the staff and students is mandated by the Institution
- The management periodically reviews and decides upon the upgradation of facilities as per the needs of the stakeholders



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General Maintenance Procedure

- The heads of departments shall inform the principal for any kind of repair/breakdown in writing/mail.
- The Principal shall direct the designated persons to rectify the same within the stipulated time
- If the maintenance or repair is major in nature, the principal shall intimate the same to the engineering section of KLE Society
- After getting approval from the management, all major repair or breakdown works shall be rectified
- If any accessories are needed to complete the work, the carpenter/technician/electrician/ plumber should intimate the same to the principal and provide the estimate of the items required

Maintenance Policy

- Annual maintenance (AMC) will be provided for expensive laboratory equipment. Periodic repairs and replacements of electronics, electrical equipment, computers, and furniture are done as per the need with the prior approval from the principal
- If any asset/property/facility/equipment fails and requires immediate repair, the Institution must attend to it immediately to ensure the uninterrupted flow of work
- When an electronic device or equipment with a warranty period fails, the suppliers/their agencies must be contacted immediately for the restoration of work through repair/replacement as needed.




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