



Established in 1983

RBANM's FIRST GRADE COLLEGE

#12 Annaswamy Mudaliar Road, Opposite Ulsoor Lake, Bangalore 560042

Permanently Affiliated to Bengaluru City University, Reaccredited by NAAC

Recognised by Government of Karnataka and

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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.



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List of Documents

Sl/no	Documents
1	Infrastructure Policy
2	Library Policy
3	Computer Lab Policy
4	Sports Policy



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Infrastructure Policy

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Policy of Infrastructure Maintenance

Introduction

The Institution has an established system for maintenance and utilization of its infrastructure physical and academic infrastructure. The Institution offers adequate facilities for the holistic development of the students and faculty by augmenting, improving and innovating the campus infrastructure based on the growing requirements to create a positive academic ambience. The facility manager works with a group of dedicated maintenance and support housekeeping staff to ensure that the buildings and all other infrastructural facilities of the institute are continuously kept in good condition. This policy provides a comprehensive framework to maintain the infrastructure facilities effectively which contributes to the excellent teaching and Learning.

Objectives of the policy

- To provide Annual Maintenance contracts with relevant agencies for maintaining physical infrastructure.
- To ensure the smooth acquisition and maintenance of physical, academic and support facilities.
- To identify possible damages so that corrective measures may be planned and executed.
- To set standardised procedures for maintenance of infrastructure.

Measures for the maintenance

- Facility manager looks after the maintenance of physical infrastructure.
- Technical team upgrades the technical requirement for teaching and learning.
- There is a gardener who promotes green campus initiative by maintaining the garden.
- A housekeeping team is hired to maintain the classrooms and campus.

Physical Infrastructure: Institution has a facility Manager who oversee the physical infrastructure and identifies the need for improving and upgrading the building, classrooms, laboratories, campus and other physical structures

Technical Infrastructure: Technical in charge identifies the need for updating the technical facilities in the campus. And technical in charge along with the department of Computer science ensures smooth maintenance of information and communication technology infrastructure, such as computers and networks.

Academic and Learning Infrastructure: Institution has a librarian and library assistant. It provides the learning resources for teaching and learning. We have a library committee headed by Principal who identifies the need for purchasing. The Head of the departments gives the requirement for purchase of books at the begging of semester and librarian places the order on the approval of management.

Classrooms: The class rooms are cleaned and maintained on a daily basis, an AMC has been made to clean and maintain the classrooms.



PRINCIPAL
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Library Policy



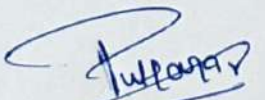
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Library Policy Library rules for the students of the College.

GENERAL RULES:

- Students' entry in the library register is compulsory.
- Books will be issued only on library Borrower cards.
- All students must make use of the library facility to enrich their academic excellence.
- Books will be issued for 15 days. After 15 days books will be reissued through renewal request if there is no demand for the same books.
- Reference books, current issues of journals, and magazines will not be issued to students for taking them outside the library.
- If a book is lost or damaged by the borrower, a new copy of the same book will be recovered.
- If the student loses his/her library borrower cards, she/he will be charged Rs. 50 for new cards after verification.
- Maintain silence.
- All electronic gadgets are strictly prohibited.
- Infringement of the library rules will result in the withdrawal of the library from the student.
- Violation of rules will be reported to the principal for suitable action.
- Contact the helpdesk for any clarification.
- Co-operation of the students is earnestly sought in observing the rules.


Librarian


Principal
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Computer Lab Policy



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Computer Lab Usage Policy

1. Eligibility and Access:

Only registered students are allowed to use the lab.

Access is permitted during scheduled lab sessions or official lab hours: [9 AM – 4 PM].

2. Purpose

The lab is strictly for academic activities such as programming, project work, and research.

Recreational use (e.g., gaming, streaming) is strictly prohibited unless part of an academic requirement.

3. Login and Authentication

Students must log in with their assigned credentials. Sharing login details or accessing another student's account is prohibited.

Students should properly logout once you are done with the assigned works.

4. Lab Conduct

Maintain silence to create a conducive environment for work.

Food, drinks, and mobile phones are not allowed in the lab.

Students must leave the workspace clean and organized after use.

5. Internet and Software Use

Use the internet responsibly and refrain from accessing inappropriate or unauthorized websites.

Installation or removal of software without prior permission from the lab administrator is not allowed.

6. Hardware and System Care

Do not tamper with lab equipment (e.g., computers, keyboards, and monitors).

Report any technical issues or damages immediately to the lab in-charge.

7. Data and Printing

Always save your work once completed; lab systems may undergo periodic cleanups.

Printing services are limited and must only be used for academic purposes only.

8. Supervision and Attendance

Lab sessions are conducted under supervision. Attendance will be recorded for scheduled sessions.

9. Prohibited Activities

Cyberbullying, hacking, or bypassing network security systems are strictly prohibited.

Viewing or distributing offensive or illegal content is offence.

10. Consequences for Violations

First offense: Warning issued.

Repeated offenses: Lab access suspension and possible disciplinary action.

11. Compliance

Students must always adhere to the institution's IT and academic policies.

This policy ensures proper use of the computer lab resources while promoting a productive learning environment.



Principal

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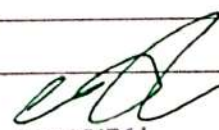
Sports Policy

DEPARTMENT OF PHYSICAL EDUCATION & SPORTS

SPORTS POLICY



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COMMITTEE MEMBERS

Chairman: Secretary

Member Secretary: Principal

Organizing Secretary: Director of Physical Education

Financial Advisor: 01

Purchase officer:01

Members: HOD -01 + Sports men + women (02 student)

Every two years Sports Board Committee Members may change.

The Statutory Meetings and agenda of the advisory committee and the overall functioning of the department is as follows: -

Meeting No.	Proposed date of meetings during the academic year	Objective	Meeting with
First meeting	The April 1st week	To decide on cash awards, admissions, and fee approvals.	With Advisory Committee.
Second meeting	The June 1 st week	<u>Also on Hosting a Championship by the College calendar of events (BCU, B) and budget approval.</u> (fixing dates for annual athletic meet & I/C Tournament)	Advisory Committee
Third meeting	The September 1 st week and in the 3 rd week	College team's selections and Annual Athletic meet	Advisory Committee
Fourth Meeting	February last week	Preparing Inputs to Magazine, Annual Day, etc.	The Department of P.E. in coordination with the Magazine Committee.

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SPORTS POLICY

Sport is an integral part of social development and should be actively encouraged. At Rai Bahadur Arcot Narrainsawmy Mudaliar's first-grade college, sports and any activities that promote a physically active lifestyle are considered essential for overall personality development. We encourage both staff and students to participate in physical activities and sports because we firmly believe in their benefits. Our goal is to cultivate young men and women who are physically active, exhibit good sportsmanship, and are competitive every time they step onto the field. We aim to teach our students the importance of commitment to their teams and taking responsibility for their actions. To raise awareness among students, we plan to develop a "College Sports Policy."

The main objective of the College Sports Policy is to incorporate sports as a vital part of the overall curriculum offered by the college.

1. Objectives of the College Sports Policy

- A. To motivate students to engage in ongoing recreational and competitive sports programs.
- B. To inform students about the benefits of maintaining an active lifestyle.
- C. To involve faculty members in assisting the Department of Physical Education and Sports Management in promoting, organizing, and supervising the college's sports and active life programs.
- D. To include a "NEP Sports Hour" in the timetable and assign a faculty member to monitor student attendance during the activities conducted in this hour.

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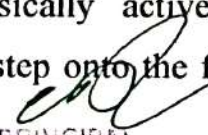
2. Roles and Responsibilities

2.1 The College:

- A. The college will prioritize sports and recognize it as an integral part of the academic program.
- B. The college will allocate the necessary funds and infrastructure to fully implement this policy.
- C. The college will encourage and invite talented athletes to join.
- D. The college will adjust the timetable to facilitate student participation in both competitive and recreational sports.
- E. The college will take appropriate action against faculty or students who do not comply with the Sports Policy.

2.2 The Department of Physical Education and Sports Management

- 1. The College Physical Education Director will organize, supervise, and manage competitive, recreational, and leisure-time sports activities.
- 2. The College Director of Physical Education will conduct orientation programs to help students better understand the available sports facilities and programs. Sport is an integral part of social development and should be actively encouraged. At Rai Bahadur Arcot Narrainsawmy Mudaliar's first-grade college, sports and activities promoting a physically active lifestyle are essential for overall personality development. We encourage both staff and students to participate in physical activities and sports because we firmly believe in their benefits. Our goal is to cultivate young men and women who are physically active, exhibit good sportsmanship, and are competitive every time they step onto the field. We aim to


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teach our students the importance of commitment to their teams and taking responsibility for their actions. To raise awareness among students, we plan to develop a "College Sports Policy." The main objective of the College Sports Policy is to incorporate sports as a vital part of the overall curriculum offered by the college.

3. The College Physical Education Director shall organize a talent search program to identify talented athletes eligible for admission to the college at both graduate and postgraduate levels.

4. The College Physical Education Director shall conduct a "Sports and Fitness Test" for all students enrolling at the graduate and postgraduate levels for the respective term.

2.3. THE FACULTIES:

- a. Faculty members should take pride in their association with sports activities and work to motivate and promote student participation in sports.
- b. Faculty must inform students about the college's sports policy.
- c. Faculty must encourage students to engage in the college sports program.
- d. Faculty should not discourage students from participating in internal or external sports activities authorised by the college management.
- e. Faculty should not schedule extra lectures, tutorials, exams, or any related activities during the designated time for sports activities or events.
- f. Faculty should assist the Department of Physical Education and Sports in promoting, organizing, and supervising the college sports program.


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- g. Faculty should volunteer to organize additional lectures or practical's (if possible) for student-athletes who miss them due to involvement in external sports activities.
- h. Faculty must be aware of their student's achievements and highlight these during their interactions, including classroom discussions, when possible.
- i. Faculty must grant "duty leave" to athletes engaged in sports duties authorized by the college.
- j. Faculty must provide students with a fair opportunity to complete any academic work missed while on "duty leave."
- k. The College Director of Physical Education must arrange lectures and practical's missed by students in consultation with the respective teacher and mentor.

2.4. THE STUDENTS:

- a. Students should take pride in their involvement in sports activities and work to motivate and promote their peers to participate in sports.
- b. Students must become members of a sports club to participate in any internal or external sports or related activities organized by the Department of Physical Education.
- c. The student community is divided into two groups: those committed to a fit and active lifestyle, and those aspiring to represent college teams in inter-institutional sports competitions.
- d. The Department of Physical Education and Sports Management will conduct the General Fitness Test for students committed to a fit and active lifestyle.

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3.ELIGIBILITY CRITERIA TO REPRESENT THE COLLEGE



- From the /as per the U.G.C. Certified Education Boards passing certificate of 12th/PUC/UG students are eligible for admission /participation in the Inter-Collegiate/South zone /All India/ Inter-University/State/National/International level competitions.
- The students, who are not enrolled through RBANMs FGC to Bangalore City University for the academic year and above 25 Years of age, students are not eligible to participate in the AIU competitions.
- As per the sports policy candidates' behaviour along with academic merit. Every aspirant will be subjected to counselling before the application is issued –face-to-face will be held before the admission with the students and parents.

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4. PROPOSED SPORTS FEES POLICY FOR SPORTS ACHIEVERS

- CRICKET & FOOTBALL STUDENTS (SUFC, KIOC & CLUBS) -> The student should have a certificate of Achievement /participate-level state-level tournament.
A 50% Fee has to pay.
- All the sports students (DYES, SAI & Sports academies) -> the student should have a certificate of Achievement /participation in National level tournaments.
A 25% Fee has to pay.
- Those who already participated in international-level sports events for them / individuals, have to pay the University fee only.
Note -> This fee stretcher is applicable for the first year admission only and further it will continue according to their performance, as well as discipline in the college.
- Group insurance has to be made by the management for the students during the practice session while they are representing the college for the events.

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5.DISCIPLINES IN RBANMs FGC – MEN & WOMEN

BOXING	ATHLETICS
JUDO	BADMITION
TABLE TENNIS	SWIMMING
NETBALL	BASKETBALL
CROSS COUNTRY RACE	FOOTBALL
WRESTLING	CRICKET
BALL BADMINTON	HOCKEY
CHESS	KABADDI
TENNIS(M)	YOGA
VOLLEYBALL	SHOOTING
THROW BALL	Etc..


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6. Attendance and Participation Requirements

1. Students must maintain at least 75% attendance in both the annual weekly training program and the course for which they are enrolled.
2. Students are required to represent the college team in Inter-Institutional tournaments and any other events authorized by the college.
3. Students must participate in all intra-semester assessments and semester-end examinations conducted by the college or university.
4. The college team will withdraw from a tournament if there are insufficient players to form a team.
5. College teams that travel are representatives of RBANM's FGC and are expected to uphold very high standards of behavior. As proud members of a team, their conduct should reflect positively on themselves, their teammates, the coaching staff, and the college. Therefore, a strict dress code has been implemented for the RBANM's FGC team while traveling.
6. No jeans, slippers, or other casual attire will be permitted. Any team member who does not adhere to these conditions will be removed from the team. This rule applies equally to both the girls' and boys' teams. The decision of the college Physical Education Director in this matter will be final and binding.
7. Captains of all teams must meet with the Principal before leaving the college for external sports competitions.

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7. Sports Merit Marks

1. Sports merit marks will be awarded to students based on the policy of the Government of Karnataka, as accepted by the college management.
2. The college will identify eligible students and handle the submission of information to the relevant authorities before the semester examinations begin.
3. Sports merit marks for a particular semester are allocated for participation in any authorized sports activity representing the college, state, or country before the last examination conducted for that semester.
4. Allocation of sports merit marks is subject to approval based on participation at the University, State, National, or International levels by the Sports section of the University/State. The college will not be responsible for any claims rejected by the authorities. Students with grievances should address them to the Physical Education Department.

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8. Travelling and Daily Allowance Policy

I want to bring to your kind attention that our college Students/P.E. D/Coach are participating through our college for representing Inter-collegiate, District, State, National, and International events/tournaments we/they need TA & DA. For this, the Department of Physical Education has proposed a sports policy for the upcoming days.

The details are as follows: -

S.L.no	Particulars	TA & DA for students per day and per head.	TA & DA for PED /Coach per day and per head
1	Within Bangalore	250	500
2	Outside Bangalore TA +	200	500
3	Outside Karnataka TA +	250	1000
4	Outside India	750	2000

I hope that you will grant me a travel allowance. I am enclosing TA & DA copies of the BU & BCU for your reference.

7. Duty Leave Policy

Duty leave will only be granted by the Department for the following reasons:

1. Representing the college at any authorized inter-collegiate tournament or event, including a maximum of six preparatory matches before a competition.
2. Representing the University, State, or India at any national or international tournament or training camp, with prior permission required.
3. Members of the Student Sports Committee may be granted leave to conduct internal sports programs, but this will be limited to a maximum of two days.
4. Duty leave cannot be sanctioned for any reasons other than those mentioned above.



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INDEMNITY BOND

(To be typed on Rs.20 Non- Judicial Stamp Paper)

I Parent/Guardian of
..... do hereby declare that I am willing to allow
my ward to participate in the sports event/coaching camp/practice sessions
organized by the RBANMs FGC or any other colleges /clubs/associations
SPORTS AND EVENTS PRIVATE LIMITED. I shall not hold anyone, including sponsors,
promoters, employees and any other persons connected to the company
responsible in any way whatsoever in case of any accident or incident which may
affect my ward physically, mentally or otherwise during the duration of the camp
and thereafter I do hereby specifically waive my rights to any claims of whatsoever
nature against

Signature:

Name.....

Date:


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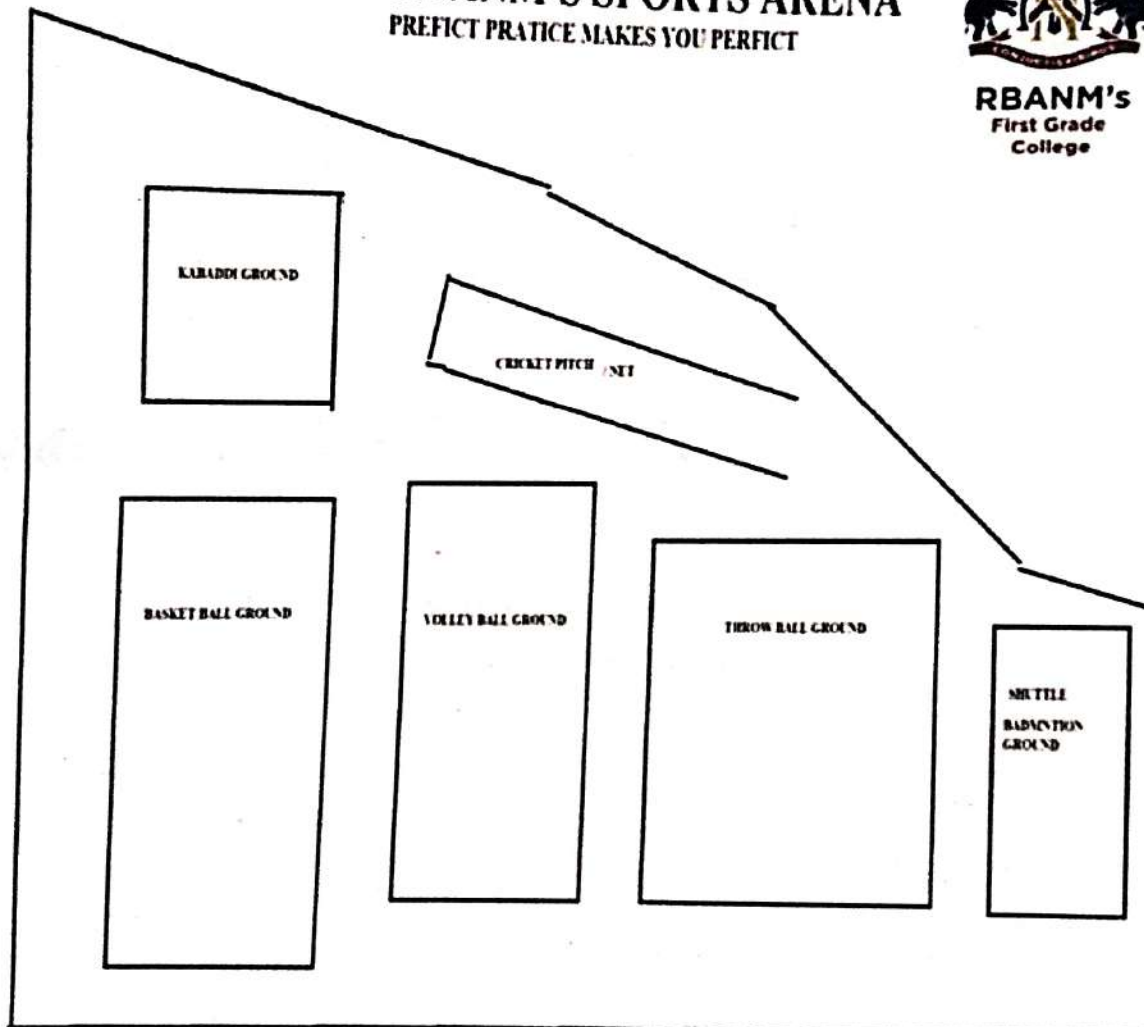
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RBANM'S SPORTS ARENA

PREFICT PRATICE MAKES YOU PERFICT



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GYM POLICY

1. Students entering the gym and using its facilities do so at their own risk. The RBANM's Gym Centre cannot accept responsibility or liability for any injury or loss, including fatalities or damage, to any person or their property. Any individual who suffers an accident or injury on RBANM's Gym Centre premises must report the incident and the circumstances surrounding it to the person in charge immediately.
2. The college/management does not accept responsibility for any damage to items, valuables, or personal belongings brought into the Gym Centre.
3. Students should not engage in any physical activity for which they may not be fit and are responsible for monitoring their condition during exercise. RBANM's Gym Centre will not be liable for any harm to a member resulting from their participation in physical activity within the Centre.
4. Each student is responsible for monitoring their own physical condition and the physical activities they undertake at the Gym Centre. If any unusual symptoms occur, the member must immediately stop the activity and inform the instructor or another staff member at RBANM's Gym Centre.
5. Personal sound systems are not permitted in the gym.
6. No alcohol, no smoking, drugs or any addictive substance are allowed during student's stay at Gym.
7. Students are required to wear appropriate athletic attire, such as sneakers, socks, athletic pants or shorts, and a t-shirt. Jeans, bare feet, socks only, or sandals are not permitted.
8. Student behaviour inside the gym must not include profane or abusive language, threats or acts of violence, or taking phone calls is prohibited.
9. Students are not allowed to bring personal food and beverage items into the gym, except the water and energy drinks.
10. RBANM's Gym Centre limits the use of the facility to designated time slots.

Please note: The kit should include the following equipment:

- a) Towel b) Track Suit c) Shoes d) Water Bottle


PRINCIPAL
R.B.A.N.M'S First Grade College
No. 12, Annaswamy Mudaliar Road,
BANGALORE - 560 042.
Mob : 8048533572



Established in 1983

RBANM's FIRST GRADE COLLEGE

#12 Annaswamy Mudaliar Road, Opposite Ulsoor Lake, Bangalore-560042
Permanently Affiliated to Bengaluru City University, Reaccredited by NAAC
Recognised by Government of Karnataka and
Recognized under Section 2 (f) & 12 (B) of the UGC Act, 1956

Department of Physical Education

FIT N' FAIR

Multi-Gym of RBANMs FGC

Gym Timings

✓ Monday to Friday: -2.00 pm to 5.00 pm only.

I Batch ---- 2.00 pm to 2.30 pm (WOMNE)

I Batch ---- 2.30 pm to 3.00 pm (STAFF)

II Batch--- 3.00 pm to 4.00 pm (MNE)

III Batch--- 4.00 pm to 5.00 pm (MNE)

✓ Saturday: - 12.30 pm to 2.30 pm only.

I Batch--- 12.30 pm to 1.30 pm (MNE)

II Batch--- 1.30 pm to 2.30 pm (MNE)

Note:

- Max. 20 students will be permitted in each batch
- Outside students are strictly not allowed.
- Gym will be closed exactly by 5.00 pm every day.


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