



SRI ADICHUNCHANAGIRI SHIKSHANA TRUST (R.)
BGS GLOBAL INSTITUTE OF MEDICAL SCIENCES

(Affiliated to Rajiv Gandhi University of Health Sciences, Bangalore)
No. 67, BGS Health & Education City, Uttarahalli Road, Kengeri,
Bangalore- 560060, Karnataka

The Maintenance department of the college carries out all maintenance activities of the campus and buildings and includes all activities necessary to operate, maintain, and provide services for college buildings, mechanical equipment and utilities to keep them in good operating condition.

SOP FOR MAINTENANCE ACTIONS

- Complaint / requisition for maintenance.
- Complaint has forwarded to Principal through proper channel i.e. concerned staff in charge, Dept. H.O.D .
- Principal forward to the maintenance department.
- If it is minor, repair will be done.
- If it is major/ replacement approval has to be taken from the Dean cum Principal.
- All the documentation part will be maintained in maintenance department.

**SOP FOR UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES -
LABORATORY, LIBRARY, SPORTS FACILITIES, COMPUTERS, CLASSROOMS etc.**

- Requisition for utilizing facilities to the Principal through the respective in charge of the facility.
- Consent from the respective in charge of the facility.
- Approval from the Dean Cum Principal.
- All the documentation part will be maintained by the in charge of the respective department.

Mona
DEAN cum PRINCIPAL

Dean cum Principal
BGS Global Institute of Medical Sciences
67, Uttarahalli Road, Kengeri,
Bengaluru - 560 060.