

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college established well defined policies and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in house staff or outside electrician as per requirement. In case of any damage to the glassware or equipment a prescribed standard procedure is followed to repair or to make payment via challan. A Chief engineer and supervisors are appointed to monitor and maintain the physical facilities and Housekeeping under Director - Administration. A brief description is presented below on maintenance and utilization of some facilities.

1. Laboratory facilities: (All Labs & Computer centre): The institution has sophisticated labs for science and computer science. Each laboratory has one attender, monitors the issue of practical requirements and cleaning and sanitisation of laboratories. Unrepairable equipment list is prepared at the end of academic year and submitted to the principal office. At the end of each academic year department stock is verified by assigned committee. Necessary equipment and chemicals are purchased based on the requirement and allocated fund the Principal.

2. Library: The college library has been fully automated and computerized using NewGen Lib., Integrated Library Management System, and Version 3.1.1. The bibliographical data pertaining to books and other resources has been entered in the database. Online Public Access Catalogue (OPAC) has been provided for search and retrieving documents in the library. All the books in the library have been bar-coded. Total Five computers are connected by LAN with the main computer (Server) for this purpose. Library also subscribing Library network NLIST which is developed and maintained by INFLIBNET, UGC, and also enrolled institutional Membership in National Digital Library of India (NDLI). Free internet facility has been provided for staff and students in the Library

Librarian with supporting staff has been appointed to maintain central library. They issues 3 books per each students. Students have to return those books within 15 days or may be renewed. As per the requirement given by the departments and their strength particulars new books are purchased from the Telugu academy and other sources. Reference books also maintained for reference. A separate log book is maintained for students and staff and visitors. At end of the Academic year stock verification is done.

3. Sport complex /ground /equipment's: Physical education director and one attender allotted to maintain the sport facilities. The sports equipment's are issued to the students as per the schedule of the events. If any equipment's get faulty sport director submits proposal for maintenance. Preventive maintenance measures are taken in time. Sport director is responsible for keeping the record of utilization of sport Facilities, activities held, awards for the students etc.

4. Class Rooms: The institution prepares time table according to the available number of classrooms. Three blocks are present in the institution. They were allocated to the attenders for cleaning and maintenance of the classrooms. The class rooms are utilized as per the time table of the department. The class rooms are cleaned everyday. In-charge of the departments monitor the cleanliness and ensure that the cleanliness.


5. IT facilities: All departments in the institute are provided with one computer and printer facility. One technical assistant is appointed for the college to maintain and repair the systems as per the requirement. Based on the need of the student's purchases the software. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.

6. Other repairs: Institute has employed technicians (electrician) for up-keeping and maintenance of electrical equipment. Drinking water facility is maintained by the assigned attender. Institute has also appointed housekeeping staff to maintain and gardener for maintaining the gardens.

7. CCTV surveillance and Security: The College is continuously monitored with help of CCTV. To maintain internet connectivity and CCTV security system, network and system administration team is appointed. Digital boards, LCD projectors, air conditioners are maintained with the help of external agencies. Security staff also appointed by the Principal to monitor male and female stake holders.

8. Electrical Equipment like Generator, UPS, and Batteries are monitored by the trained attenders.




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