



# SRI VENKATESHWARA GOVERNMENT ARTS & SCIENCE COLLEGE, PALEM

## ACADEMIC YEAR 2019-20

4.4.2. Procedures and policies for maintaining and utilizing, Physical, Academic and support facilities, laboratory, Library, Sports, Computers, Classrooms etc.

1. The College ensures optimal allocation and utilization of the available financial resources of maintenance and upkeep of different facilities by holding regular meeting of various committees constituted for this purpose and using the grants received the college as per the requirements in the request of Students.

### 2. Laboratory:

Record of maintenance account is maintained by lab technicians and supervised by faculty of the concerned department.

Other maintenance of laboratories is:

- A. Repairing and maintenance of sophisticated lab equipment.
- B. Record of annually cleaned and maintained microscopes used for biological and geological experiment.
- C. Systematic disposal of waste and all type of bio degradable, chemical and e Waste.

### 3. Library:

A. The requirement and list of books is taken by the concerned departments and finalized list duly approval and signed by the principal.

B. Suggestions box should keep or installed in the reading room.

C. To ensure return of books, "No Dues" from the reading room

D. INFLIB NET Software installed to organize library

4. **Sports:** Regarding the maintenance of college sports in charge conduct sports according student interests.

5. **Computer Library:** Maintenance of library material involves kinds of stacking, shelf arrangement, cleaning, shelving, stock verification and weeding of unwanted material. Binding of documents will also be discussed as it is essential for care and repair of documents for their long life.

  
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