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.*

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 1000 words

The institution has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The management ensures that enough funds are allocated and then utilized for the maintenance.

The Sports and Cultural Committee prioritize the activities and estimate the cost and submit it to the head of the institution. The Head of the institution approves and allocates the funds. An effective monitoring system through various committees ensures the optimal utilization of budget allocated.

- Regular practice of issue of Library books by library staff.
- Annual Maintenance Contract is available from service centre.
- Internal stock verification and audit will be done every year.
- Departmental staff maintain the equipments available in different laboratories.
- Other repairing work such as Repairs of furniture and fixtures, Cleaning up of water tanks, Plumbing, electrical fittings is taken care of by the committee consisting of teaching and non-teaching staff.
- Additional helping staff is appointed for cleaning and scavenging purpose.

The college has clear-cut mentioned places for the sensitive equipments like electrical equipments, water purifiers, chemicals and scientific instruments. The laboratory staff keeps a strict vigil regarding the maintenance and upkeep of the scientific instruments and Chemicals. Their repair or replacement or another required upkeep is fully undertaken in their supervision. Similarly, the college electrician and the supporting staff is responsible for the upkeep of electrical equipments and their maintenance.

LIBRARY:

The central library is situated in the College premises with a carpet area of 100x100 sq.ft .The Library has developed an excellent collection of books, journals and non-book material in science, Humanities, Social Sciences and. It maintains separate collections of Reference Books, Bound volumes of journals, Technical Reports, Thesis, Video Cassettes, and Compact Discs.

Learning resources for taking competitive examinations in the form of books and magazines are also made available. These include the books for Civil services, APPSC, Banking Services and the magazines such as competition success review, competition Wizard, and competition affairs. In addition, there is also interlibrary borrowing facility; Services are covering on clipping, Bibliography and multimedia facilities.

Computer Facilities:

Our institution has three separate computer labs for TSKC< Commerce and Computer Science. These are equipped with 30 systems each and connected through 2 servers with large memory, high speed performance and Windows NT server, Windows 2003. Labs are equipped with the best and the latest software packages and multimedia application. The Internet facility is provided to staff and students round the clock.

English Language Lab:

English Language Lab of the Institution comprising of 30 computers is also known as TSKC(Telangana Skills and Knowledge Center) Lab. TSKC is an Innovative initiative taken by CCE(Commissionerate of Collegiate Education) to improve the Employability Skills of the students in Govt. Degree Colleges. The Lab is primarily designed to improve the basic skills of English Language among the students and provide them with professional guidance. It deals with the effective usage and enhancement of Listening, Speaking, Reading and Writing skills, through various activities such as JAM session, Group Discussion, Interview skills, public speaking and soft skills. TSKC Mentor utilizes this Lab to impart technical skills such as MS-Office, Creation of Student Mail-Id, preparation of PPT's, usage of projectors and Smart Boards etc. The students are given an opportunity to use internet facility in this lab.

Hostel facility:

The institution has adequate hostel facilities both for boys and girls. There is a girls hostel on campus with all physical amenities like dining hall, hygienic kitchen, well furnished common room, water cooler etc. The hostel premise is manned by vigilant security to give the students a feeling of the hostel being a home away from home. The hostellers are provided with recreation facilities in the form of common TV with cable connection and Internet connection under wire free.

Sports and Games facility:

Institution offers with facilities for indoor games, which include table tennis, carom and chess and outdoor games such as Badminton, Tennicoit, Kho-Kho, Kabadi, Volley ball, Basket ball and cricket. The institution has excellent infrastructural facilities to run the academic programmes. The institution campus is spread over 15 acres. Current built-up area is about 30000 Sq.ft. that includes Faculties of Commerce, Sciences, Social Sciences, Commerce and Computer Science. Sufficient water facilities are available in the campus. The institution has equipped each department with computers, internet facility, printers, and department library. To successfully run the academic programs in various faculties, the institution has ample no. of classrooms and laboratories. Daily schedule of the institution is from 10.00am to 4.30 pm on all working days. To accommodate the students coming from distant places, the institution has developed Women's hostel. Other facilities include clean drinking water, Canteen, and women's waiting rooms are provided.