

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

There are established systems and procedure for maintain and utilizing physical, academic and support facilities – laboratory, library, sports facilities, computers, classrooms etc.

A committee and Assoc, Dean for administration monitors and maintains repair of the infrastructure facilities, services and equipments. Two trained dental chair mechanics, three qualifies electricians, two plumbers and one engineer from the upkeep team. a totally functioning workshop for maintenance of vehicles is present and a full time mechanic is appointed. Major repairs and servicing is completed in company authorized outlets.

**Civil Maintenance:** The civil maintenance is handled by the engineer srinivasa raju he's responsible of the building development and maintenance, water and sewage, carpentry. Each division is headed by a supervisor. There are in-house plumber, electrician. The Greenery of the campus is well maintained by full time gardeners.

**Laboratory Equipments:** laboratory major and minor equipments are maintained by the lab in-charges and in-charge faculty from teach department who report back to the respective department Heads. Heads will consult the concerned authority to urge the required person to take care of , service or replace the equipment.

**Classrooms, Staffrooms, Seminar halls:** are cleaned an maintained regularly by Non- Teaching staff assigned for every floor. Dustbins are placed in every floor.

**Generator, Air Conditioners, CCTV cameras and Water purifiers:** THE amc preview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water purifiers. aside from contract workers, the school has trained in – house electricians and plumbers.

**Computers, Softwares & UPS:** IT team takes care of smooth running of automation , up-gradation and maintenance of computers college websites,



biometric services, hardware maintenance, networking equipments including internet connectivity, procurement of hardware, software.

Transport facility : There are four buses & an Ambulance. The buses are plying covering all the routes for the utilization of staff and students. The Emergency Van (Ambulance) is out there within the college 24×7 hours. Adequate number of drivers and helpers are appointed and therefore the whole system is maintained by Mr kishore the Transport manager.

Electrical maintenance: all the electrical maintenance is handled by an 3 qualifies in house electrician.

Library: The library is headed by librarian who supervises both U.G. and P.G. library. he's supported by the assistant librarian, supporting staff for Journal and Reference section.

Physical Education : One staff is incharge of all the game activities of scholars and Staff and therefore the record of every is maintained by him and his team.

Attenders, Security and housekeeping : maintained by housekeeping supervisor Mr. Santosh. Sanitary cleaning is outsourced to a corporation by name BVG sanitary housekeeping

Surveillance Cameras: are installed for security reasons and in school rooms for monitoring purposes.

Stock Register: Every department maintains a stock register for consumables and Proper inspection is completed and verification of stock takes place at the top of each year.





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