



SRI A S N M GOVERNMENT COLLEGE
Palakol, West Godavari District, Andhra Pradesh- 534260
Affiliated to Adikavi Nannaya University, Rajamahendravaram
(NAAC Re-accredited by 'B' Grade with 2.61 CGPA)

College e-mail: sriasnmgdc@gmail.com Website: <https://sriasnmgdcpalakol.ac.in>

Phone: 08814229069

Procedure and standards for maintaining and utilization of available facilities in the college:

Optimum Utilization of available Resources:

- The classrooms and labs are allotted for the conduct of classes as per the class timetables at the beginning of each academic year
- The primary usage of all available infrastructure facilities is student-centric. The class rooms, the labs, the ICT infrastructure, the library, the sports facilities, auditorium, seminar halls, cultural activity related facilities and all other amenities facilitate the Teaching-Learning process
- The premises is used for various government programs like polling, surveys, competitive exams conducted by State Government and Job Fairs.
- There is a departmental in charges and lab in charges to maintain individual departments and office person in-charge of looking into the establishment, improvement and maintenance of the entire infrastructure in the campus on regular basis

Laboratory – Maintenance and Utilization Procedures

- The labs follow standardized procedures and approvals for purchase/servicing and augmentation of lab material and equipment. The respective departments maintain accession and stock registers for audit at the end of the academic year.
- The departments decontaminate specimens, cultures and other biological material that is used in the various labs before being discarded.
- The servicing and maintenance of the equipment is carried out twice in an academic year.
- The assistants/attenders of the laboratories are responsible for maintaining the labs clean, organized.
- The unused reagents and kits are disposed by placing them in garbage pits provided for this purpose.
- UPS, Solar Power unit, generator and inverters, A C Units, stabilisers and spike busters are installed for all computers and electrical and electronic equipment installed in the laboratories and in the departments
- Fire extinguishers are installed in the vicinity of the labs and the necessary training imparted on their use to the lab staff.

Utilisation Procedures for Labs

- For the successful completion of the laboratory usage, exercise and convenience, the heads of the departments and the time table coordinator prepare the laboratory time table.
- To ensure safety during lab practical, students are trained to know the location and proper use of emergency equipment (like fire extinguisher, first aid kit)
- Instrument manual is placed at strategic locations for easy access.

Library- Maintenance and utilization Procedures:

- The Library Advisory Committee suggests purchase and up gradation of books, journals, other resources and also evolve strategies to encourage students for better usage of library.
- The librarian follows standardised procedures for the approval and purchase of books, subscription to journals, documents, reports and other learning material.
- The library adopts a systemized Internal stock taking method for verification of all Library materials.
- The Library follows a procedure of weeding out, in-house repair, replacement of lost books after stock verification.
- The library has fire extinguishers as a standard fire safety measure

Utilisation Procedure

- The Library is open from 9 A.M to 6 P.M. on all working days for students of the college and also open to the neighborhood community.
- The library follows open-access system for stacking books in the lending, reference and reading sections.
- The library subscribes annually to e-resources through UGC-INFLIBNET, N-LIST.
- Books are issued only on student producing ID card, Exchange of ID cards and Library cards is not permitted.
- The library regularly issues four/five /six books, in addition, reference books are also issued on overnight basis.
- The Library Book Bank Service (UGC grants) allows SC/ST/BC students to avail and retain the books till the end of their final exams, in addition to books borrowed on library cards.

Sports/ Gymnasium Facility -Maintenance & Utilisation Procedure

- College has always excelled at sports and been at the forefront of sporting championships. In order to keep up its competitive edge it follows the followings.

Sports Maintenance Procedure

- The Department of Physical Education headed by a Physical Director and support staff shall take charge of all sporting activity on the campus.
- The Intra and Inter college competitions, coaching for sports and games, summer camps for children of the neighborhood is initiated and sustained by it.
- The college management as per proposals received by the physical director approve and invite quotations for procurement /replacement of the necessary sports equipment annually.
- The Department invite coaches on a regular basis to train the students for various sports and games.
- The sports / gymnasium equipment and the changing rooms maintained through regular servicing.
- The grounds men and markers maintain the open courts/fields. Usage of Sports Facilities Use of the college facilities is a privilege; students are expected to exhibit proper conduct and respect the rights of others. Students who engage in undesirable, insecure, or irresponsible behaviour may have the access to facilities revoked or modified or disciplinary action taken.
- Proper athletic outfit must be worn when participating in sports activities. All equipment should remain/ returned where it was originally located.
- Non-marking athletic shoes must be worn in the activity areas. Use of tape or other marking materials is prohibited on walls, doors or floor surfaces.

Computers/ ICT Infrastructure - Maintenance & Utilisation Policies :

The institution is committed to install, upgrade and maintain a well-equipped ICT infrastructure with cutting-edge technology as a prerequisite for academic and administrative work efficiently. To equip, facilitate and empower learners is our chief focus.

ICT Maintenance

- The IT Initiatives committee and Purchase committee of the college takes responsibility for updating and upgrading the college website periodically
- Regular maintenance of labs, hardware and software installation, maintenance, updating,
- troubleshooting is taken care of by the in-charge faculty, hardware personnel and lab supporting staff.

- Log books and stock registers shall be made mandatory for the use of ICT equipment's such as LCDs, computers designated for common use and interactive boards in seminar halls to ensure responsible use and proper maintenance of the equipment.
- The IQAC and Academic Cell is responsible for updations in college MIS .

ICT Infrastructure- Usage

- Computer labs of Commerce & Science are used by Computer Science Dept., Commerce to conduct practical sessions as per the time table.
- Practical sessions based on given time table schedule (login and logout) are conducted and labs allotted to the courses accordingly.
- Students are educated on department set of lab rules and decorum to be strictly adhered to. Usage of Flash/pen drives, CD, DVD etc., usage of internet resources, downloading, uploading, projects etc. are done with the guidance and supervision of the faculty.
- Regular feedback from students is taken regarding lab facilities and their suggestions are taken care of. Classrooms/ Common Infrastructure - Maintenance & Utilisation, Construction, augmentation and maintenance of infrastructure at College is undertaken frequently to support the college in effectively achieving its mission of teaching, learning, research, and extension.
- Qualified technician for computer technical trouble shooting. Software support trouble shooting personnel at exam cell

Infrastructure Maintenance

- The stakeholders provide suggestions and feedback for the creation, expansion and maintenance of the common infrastructure facilities.
- The institution in addition to the allocated budget for infrastructure augmentation explores other possible funding sources such as UGC for upgrading and maintaining the buildings.
- The Construction, augmentation and maintenance of physical infrastructure, painting and carpentry work at college is undertaken by a government and private civil contractor supervised by maintenance- in- charge.
- Part time Auxiliary staff, Plumber, Electrician, Gardener are appointed for day to day maintenance and upkeep of the college campus and facilities.

For more Information:

1. Infrastructure
<https://www.sriasnmgdcpalakol.ac.in/page.php?menu=infrastructure&slug=infrastructure>
2. Examinations
<https://www.sriasnmgdcpalakol.ac.in/page.php?menu=examination&slug=examination>
3. JKC
<https://www.sriasnmgdcpalakol.ac.in/page.php?menu=jkc&slug=jkc>

4. Departments
<https://www.sriasnmgdcpalakol.ac.in/departments.php>
5. Library
<https://www.sriasnmgdcpalakol.ac.in/page.php?menu=library&slug=library>
6. NSS
<https://www.sriasnmgdcpalakol.ac.in/support-service-overview.php?service=8>
7. Facilities for Sports & Cultural activities
<https://sriasnmgdcpalakol.ac.in//admin/ckeditor/uploads/Facilities%20for%20YOGA%20Cultural%20&%20Games-4.pdf>