



SRI A S N M GOVERNMENT COLLEGE (A), PALAKOL

West Godavari District, Andhra Pradesh- 534260

Affiliated to AdikaviNannaya 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

POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS

The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

Laboratory: Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments.

Maintenance of laboratories are as follows:-

The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

Library:-

1. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
2. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
3. To ensure return of books, 'no dues' from the library is mandatory for students before Appearing in exam.
4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

Sports: - Regarding the maintenance of sports equipment the college sports in charge is deputed. During the session 2018-19 college participated in Cricket, Kabaddi inter-collegiate championship. During 2018-19 VTU sports are organized by college.

Computers: -

1. Centralized computer laboratory established to enrich the students.
2. ERP software is used for maintaining faculty and students details.
3. Each Department having appropriate computer for their requirements.

4. Internet and WIFI Enabled campus.
5. Open access journals facilities are available.

Classrooms: -

1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.
2. Administrative officers will take in charge for student's academic requirements.

Additionally:-

1. There is a lab instructor in every department, who maintains the stock register by physically verifying the items round the year.
2. Department wise annual stock verification is done by concerned Head of the Department.
3. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty incharge.
4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
5. College campus maintenance is monitored through regular inspection.
6. Upkeep all facilities and cleanliness of environment in men's and women's hostel is Maintained through Hostel monitoring committee.
7. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
8. Updating of software's is done by lab assistants.
9. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
10. Regular maintenance of the water cooler and water purifier is done regularly.