

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

- The classrooms and blackboards are cleaned and washed every day after college working hours. Corridors are cleaned thrice a day by using mops and vacuum cleaners.
- Books are placed securely in rows in all shelves of almarahs in the college library. After college hours books referred by visitors and left on the tables are replaced in their appropriate places. Torn and dog-eared books are replaced once every fortnight. Books with loose sheets are collectively bounded once every semester.
- Every laboratory premises is maintained by one lab assistant and one lab technician. After the lab hours all the consumable items are kept in the almarahs by the lab assistant. Any non-functional equipment is repaired and put in order by lab technician.
- New equipment is purchased as per the requirement projected by laboratory in-charge and is tested for its satisfactory performance by the lab assistant and test report is submitted to purchases cell.
- All the equipment is periodically tested by the lab technician. Technical staff is appointed for maintenance and repair works of lights, fans and speakers. Computers, laptops, LCD and intercom are maintained and repaired by the service personnel on the basis of annual maintenance contract. UPS, printers, air conditioners and generators are maintained on per call basis.
- Sports room is headed by Physical Director. New sports equipment required for outdoor and indoor games are purchased periodically and the condemned material is disposed once every semester.
- College electrical maintenance department ensures power supply on campus during college working hours. In case of any failure, supply is obtained from power generator.
- College runs 20 deluxe buses from different parts to college campus inclusive of interior places. All the buses are monitored by transport in-charge. Qualified and senior drivers are employed. Regular maintenance is done in compliance with rules and regulations of TSRTA (Telangana State Road Transport Authority).
- Any complaints, grievances and suggestions raised by any person are first logged into a complaints log register and each complaint is addressed by the person concerned by the Principal.
- Maintenance department headed by Deputy Executive Engineer with Pump Operators, Work Inspectors, Plumber takes care of day-to-day maintenance.
- The ambience of the campus buildings is improved by providing gardening. Pruning, shaping etc., are done by separately identified staff. Regular watering of plants is maintained to ensure clean hygiene on campus. Overhead drinking water tanks on all the buildings in the campus are cleaned and a record is maintained.
- In addition colleges have 10 water coolers and are kept accessible to all staff and students at various locations. Fire extinguishers are kept at important places. They are maintained and gas filling is done periodically.
- Computers are maintained by an in-house technician. Examination section has been provided with a special purpose sophisticated copiers.