

**GOVERNMENT DEGREE COLLEGE, KORUTLA**

**JAGTIAL :DIST:505326**

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

Optimum utilization of facilities in the college is done through periodic maintenance by various committees

(1) All the laboratories (Botany, Zoology, Physics, Chemistry) are maintained by the In-charges of the departments with the faculty working there in. Annual Stock verification of each department is done in the month of March every year.

(2) Library is maintained by in-charge librarian who maintains the issue and return of books, Reference Section and reading room section with the help of support staff.

(3) Gym, play ground, indoor games room and sports material are maintained by in-charge Librarian with help of support staff.

(4) Computers are regularly updated by the in-charge of computers and faculty working there in.

(5) All the classrooms are kept neat and tidy by the office assistants regularly. Senior assistant will supervise the whole process

(6) Utilisation of government budget for annual maintenance of college infrastructure.

(7) Scheduled Maintenance and Repair of physical infrastructure periodically.

(8) Water filters are regularly serviced.

(9) CCTV cameras are maintained for surveillance.

(10) Ground cleaning is done periodically by support staff and NSS volunteers.

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