

## Procedures and Policies of the Institution

For optimum and equitable utilization of available Academic and support facilities Rules and procedures laid by the college are made aware to students and stake holders. At beginning of every Academic year Orientation to First year students is given about the facilities available and procedure for maximum utilization of Library, Laboratories, ICT, Sports and other equipment. Class rooms are well maintained and student audit on regular basis. Electric fans, lights and other equipment switched off after classes and energy conservation strategies are displayed near switch boards so that electrical equipment wear and tear would be avoided. All science departments conduct Initial practical orientation before start of Practicals semester wise on how to use the various equipment and handling precautions are outlined. Library Orientation gives overall view on Library usage and online resources and lending rules.

Well labelled usage protocols are pasted on the equipment and usage manuals are kept for ready reference near the equipment.

Budget allocated under various heads of Account for Maintenance of Physical facilities, equipment, furniture, ICT equipment year wise/quarter wise are optimally utilized.

The Annual Maintenance Contract(AMC) of the equipment procured is followed and alert the respective departments for preventive maintenance.

After expiry of the period the maintenance is met under PLAN&NON-PLAN, Restructure courses fund, Special fee for Laboratory equipment, sports and computers, Repographic facilities, networking of computers, UPS, Batteries and Solar power equipment.

Technical staff and Lab attendants are trained on methods of equipment, upkeep and to ensure better working.

Computers are frequently updated with Operating systems(O.S) and Anti-virus softwares and consumables of Printer like Toners, and computer accessories are replaced. Inter departmental sharing of facilities within the college is promoted so that the available facilities are optimally utilized during teaching and learning process.

Annual Stock verifications are made every year before the last working day and reports are made department wise and facility wise. Items to be repaired, beyond repair and obsolete are identified and which are obsolete are written off as per procedures for Books and equipment laid down by the CCE, Hyderabad and after obtaining due permission. Further college level committees are constituted with teaching and office staff to monitor the stock verification.

Dos&Donts are clearly displayed and log registers are maintained to track the usage of sensitive and costly equipment. Maintenance of buildings and paintings, pruning of lawns and upkeep of garden is regularly maintained by concerned committees which have also students as members to improve accountability among students.