

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional [Website, provide link](#))

Civil Maintenance: The civil maintenance is handled by the civil engineer Srinivasa Raju. He is in charge of the building development and maintenance, water and sewage, carpentry. Each division is headed by a supervisor. There are in-house plumber, electrician. The Greenery of the campus is well maintained by full time gardeners.

Laboratory Equipments: Laboratory major and minor equipments are maintained by the lab in-charges and in-charge faculty from teaching department who report to the respective department Heads. Heads will consult the concerned authority to get the necessary person to maintain, service or replace the equipment.

Classrooms, Staffrooms, Seminar halls: are cleaned and maintained regularly by Non-Teaching staff assigned for each floor. Dustbins are placed in every floor.

Generator, Air Conditioners, CCTV cameras and Water purifiers: The AMC preview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water purifiers. Apart from contract workers, the college has trained in – house electricians and plumbers.

Computers, Softwares & UPS: IT team takes care of smooth running of automation , up-gradation and maintenance of computers college websites, biometric services, hardware maintenance, networking equipments including internet connectivity, procurement of hardware, software.

Transport facility: There are four buses & an Ambulance. The buses are plying covering all the routes for the use of staff and students. The Emergency Van (Ambulance) is available in the college 24×7 hours. Adequate number of drivers and helpers are appointed and the whole system is maintained by Mr. Kishore the Transport manager.

Electrical maintenance: All the electrical maintenance is handled by a 3 qualifies in house electrician.

Library: The library is headed by librarian who supervises both U.G. and P.G. library. He is supported by the assistant librarian, supporting staff for Journal and Reference section.

Physical Education: One staff is in-charge of all the sport activities of students and Staff and the record of each is maintained by him and his team.

Attendens, Security and housekeeping: Maintained by housekeeping supervisor Mr. Santosh.

Sanitary cleaning is outsourced to a company by name BVG sanitary housekeeping.

Surveillance Cameras: are installed for security reasons and in class rooms for monitoring purposes.

Stock Register: Every department maintains a stock register for consumables and proper inspection is done and verification of stock takes place at the end of every year.