



Procedures and policies for maintaining and utilizing physical, academic and support facilities

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc in the institute. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in house staff on daily basis and periodically. And care has been taken to keep the equipments, machine etc in working condition. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition. A supervisor is appointed to monitor and maintain the physical facilities and Housekeeping.

1. Laboratories: Laboratory has one teacher as lab incharge, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipments from time to time to cope with change in the syllabus.

2. Library: Supporting staff has been appointed to maintain library. They focus on the availability and utilization of instructional material in teaching and learning process. At end of the Academic year stock verification is done. Supporting staff will prepare the report on the same and utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books this is then processed following the procurement procedure.

3. Sport complex: Physical Director of the PSGVP Mandal looks after the sports facilities and the activities. The sports equipments are issued to the students as per the schedule of the events. If any equipments get faulty sport director submits proposal for maintenance. Preventive maintenance measures are taken in time. Sport director is responsible for keeping the record of utilization of sport Facilities, activities held, awards for the students etc.

4. Class Rooms: Class rooms are allocated to all methods. Class rooms along with necessary ICT tools. The class rooms are utilized as per the time table of the institution. The class rooms are cleaned on daily basis monitored by institute supervisor. Head of the institute and Class teachers also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms.

5. IT facilities: The laboratory technicians and system administrator maintain the IT facilities in the institute. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.

6. Electrical, Drinking water coolers etc.: The PSGVP Mandal has employed technicians (electrician and plumber) for up keeping and maintenance of electrical and water drinking facility. Institute has also appointed housekeeping staff to maintain the gardens.



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