



## **S.A.S. GOVERNMENT DEGREE COLLEGE**

**NARAYANAPURAM, WEST GODAVARI DISTRICT-534406**

(AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)

Phone: 08818 252189, E-mail: [narayanapuram.jkc@gmail.com](mailto:narayanapuram.jkc@gmail.com)



### **INFRASTRUCTURE MAINTENANCE POLICY**

#### **Introduction:**

For optimum and equitable utilization of available academic and support facilities, rules and procedures laid by the college are made aware to students and stakeholders. At the 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.

#### **Awareness on Equipment:**

Classrooms are well maintained and audit is conducted on regular basis. Electric fans, lights and other equipment are switched off after classes and energy conservation Strategies are displayed near switchboards to avoid electrical equipment wear and tear.

All science departments conduct initial practical orientation before start of the 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 labeled usage protocols are pasted on the equipment and usage manuals are kept for ready reference near the equipment.

#### **Budget allocation and Procedure of Maintenance:**

Budget allocated under various heads of account for maintenance of physical facilities, equipment, furniture, ICT equipment year wise, quarter-wise is optimally utilized.

The annual maintenance contracts of the equipment procured is followed and alert the respective departments for preventive maintenance.

After expiry of the period, maintenance is met under plan and non-plan restructured courses. one special person is appointed to look after the maintenance of, laboratory equipment, sports and computers, reprographic 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 uploaded on operating systems and antivirus soft ware's 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.

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

#### **Annual stock verification:**

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



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PRINCIPAL  
SAS GOVT. DEGREE COLLEGE  
NARAYANAPURAM  
West Godavari District.  
Pin: 534 406, Andhra Pradesh