



V.S.R. Government Degree & P.G. College
Movva, Krishna Dt. 521135

NAAC Reaccredited with a CGPA of 2.7 score at 'B+' Grade
(Affiliated to Krishna University)

www.gdcmovva.com Email:gdcjkc.movva@gmail.com



4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Our college adopts a systematic procedure for maintaining and utilizing physical, academic and support facilities like laboratory, library, computers, classrooms etc. The Principal forms various committees for maintenance of infrastructure facilities in campus.

Systems and procedures for maintaining and utilizing physical, academic and support facilities

Administrative office:

Administrative office plays a crucial role in the smooth functioning of the college. Administrative offices are responsible for organizing, filing, and retrieving documents such as reports, memos, policies, and maintaining the college records accurately. They provide support to employees by assisting with administrative tasks, resolving issues, and facilitating a smooth working environment.

Purchase Committee:

The Principal forms a purchase committee in the college. The IQAC prepares perspective development plan every year as per the requirement of the college. This plan is put forth in the meeting of Purchase Committee which is chaired by the Principal. In this meeting, the important decisions are taken in this regard and referred to the CPDC. After getting approval from CPDC, the purchase and maintenance expenses are utilized. Required material and equipment are purchased.

College Planning and Development Committee (CPDC):

The requirements received from various departments such as library, office, staff and support services are analysed and sorted as per their necessities and priorities. All requirements including purchase of equipment, instruments and their maintenance are discussed in College Planning and Development Committee for their necessary approval. Every year each department gives a list of equipment, repairable or broken items in the stock verification report. The CPDC analyses the reports and reviews obtained from purchase committee.

Maintenance of Computer Lab:

The college has a computer lab consists of 110 computers with internet connectivity. Maintenance and minor repairs of computers and other electronic instruments is done by hiring external agencies.

Maintenance of Library:

The Advisory Committee makes suggestions regarding the extension of the library, purchasing of various important books such as the reference books, the text books, and some other important books, journals and periodicals etc. Library is automated. It also uses the system of catalogue . Library is the member of N-List (INFLINET) which provides open access for students and staff. The library has a good collection of text books, reference books, rare books, etc. library maintains question banks, newspaper cutting files etc. for the students. Fire Extinguisher is made available in the library for safety and security of the library. An assistant on temporary basis is appointed in the library for the maintenance of the Library books.

Maintenance of Sports:

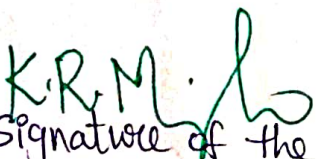
The college provides sports facilities and maintains it. The principal forms Sports Committee. The committee makes suggestions about maintenance and utilizing ground. The ground is available for various outdoor games. Gymnasium facility is available in our college. The Maintenance of sports ground is done by the PD with the help of students and NSS volunteers. Minor repairs of all equipment and instruments are done by the Director of Physical Education.

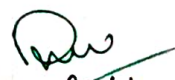
Maintenance of Computers:

Maintenance and minor repairs of Projectors, Computers, CCTVs, Wi-Fi and anti-virus etc. are maintained by the respective HODs and senior teaching staff. If there is any mechanical or functional error in above academic and support facilities, the HOD has to write an application to the Principal for its maintenance. A professional mechanic is called for the repairs.

Maintenance of Classrooms:

The college has 19 classrooms and seminar hall. Out of them 4 classrooms and seminar hall are ICT enabled. All classrooms have comfortable and sufficient seating arrangement, black boards, Dias, LED Bulbs, and fans. 2 Guest faculty are appointed on temporary basis to clean the campus. They sanitize the classrooms, staffroom, seminar hall, laboratory and veranda. Scavenger cleans all the toilets daily. Dustbins are kept in the class rooms. Students are asked to throw the rough paper in these dustbins. As there is no lab-attendant against the sanctioned post, so these non-permanent employees clean the laboratory time-to-time under the supervision of HOD. Water purifier is maintained time-to time. Broken desks are repaired or damaged desks are replaced by new ones. Classrooms are used for curricular and co-curricular activities. Overall maintenance such as electric equipment and repairs, water cooler etc. of the college is done as per the suggestions of the respective committee and support staff.


Signature of the IQAC
co-ordinator


Signature of the principal
PRINCIPAL
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MOVVA-521135, Krishna Dt., A.P.