

**Silver Jubilee Govt College (A), Kurnool**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Policy for and Procedures for maintaining and utilizing Physical, academic and support facilities**

The college has well defined policy for maintenance and utilization of all its physical and academic facilities.

* The college has four computer labs with LAN connections and these computers are maintained by the college funds with the help of trained personnel.
* The Budget is provided by the govt for the purchase of new computers and for the repair of old computers. The college has repairs and maintenance committee with Principal as the chairperson.
* Every year in the beginning of academic year, the in-charges of all the departments take periodical review of repairs and requirements of their respective departments and submit the same to the committee.
* The committee takes final call on purchases and repairs based on the availability of funds.
* The college has well established library, requirement and list of books is taken from the in-charges of various departments.
* The finalized list of required books is duly approved and signed by the Principal. Every year in the beginning of Semester, students are motivated to register themselves in library to use INFLIBNET.
* College has Volley Ball court, TT Courts and Gymnasium that are maintained by the policies defined by student council every year. Students are encouraged to participate in extra and co-curricular activities and sport activities at University/ State/ National level competitions.
* The college has two virtual classrooms for remote connectivity with other colleges in the state. The maintenance is provided by the O/o CCE, Vijayawada.
* The audio visual equipment in the auditorium is donated by the alumni and maintenance is done through the outsourcing electrician.
* The classrooms, corridors, toilets and laboratories are cleaned by the outsourcing staff and monitored regularly by the office superintendent.
* The do’s and don’ts are displayed on the notice boards of all the laboratories to maintain cleanliness in laboratories.
* The hostels and college premises are kept under CCTV surveillance and monitored through mobile streaming. The faculty members are allotted as block incharges to maintain cleanliness in the hostels.
* The college premises are kept clean regularly by the outsourcing staff and periodically through clean and green programme conducted by the NSS/ NCC students