



A.G. & S.G. Siddhartha Degree College of Arts & Science

Vuyyuru-521165, Krishna District, Andhra Pradesh

(An Autonomous institution in the jurisdiction of Krishna University, Machilipatam)

NAAC "A" Grade, ISO 9001:2015 Certified Institution

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as Library, Indoor stadium, Science Labs, classroom etc in the institute. The maintenance of physical, academic and support facilities are carried out by the respective departments on 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 brief description is presented below on maintenance and utilization of some facilities.

1. **Science Laboratories:** Each laboratory has one Lecturer as lab in-charge, a Lab Assistant. 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. Dead stock verification (Physical Verification) is carried out to verify working / nonworking / missing equipments etc. Preventive maintenance and performance monitoring is carried out. Every laboratory assistance keeps the record of utilization of equipments, computers and other required material for experiments.
2. **Library:** Librarian with 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. Librarian 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 from various departments this is then processed following the procurement procedure.
3. **Indoor Stadium / play ground / sports equipments:** Physical Director of the institute 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:** The class rooms are utilized as per the time table of the department. The class rooms are cleaned on daily basis monitored by one senior non-teaching staff. Head of the institute, HODs and Class teachers also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms.
5. **IT facilities:** All departments in the institute are having PCs, essential software and peripherals .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, garden, etc.:** Institute has employed technicians for up keeping and maintenance of electrical and water drinking facility. Institute has also appointed housekeeping staff to maintain the gardens.