

The Institute has well defined policy for maintenance and utilization of all its physical, academic and support facilities – Laboratory, Library, Sports Complex, Computers, Class Room etc.,

Responsibility: The College maintenance committee looks after the maintenance of infrastructure like instructional rooms, administrative, amenities and circulation area. Adequate in-house staff was employed to maintain hygiene and cleanliness on the campus, so as to provide a pleasant learning environment. Periodic reporting on requirements of repairs and maintenance were submitted by the HODs to the administrative office. The requirements were collected in semester break and kept things ready for the new semester.

Laboratories: All the laboratories were well equipped and maintained to conduct laboratory courses as per the norms of AICTE / JNTUH. Well trained technical staffs maintained the equipment and machineries in the laboratory / workshop. Annual Lab equipment stock verification process was conducted during June 2019 to identify the current status and requirement for the next academic year. Obsolete items were removed and new equipment items were proposed.

Class Rooms: The Class rooms, seminar halls and laboratories, dept office, staff rooms, admin office were cleaned and maintained regularly by sweepers assigned for each floor. Dustbins were placed in every floor.

IT Infra-Computers: Lab Assistants under the supervision of the System Administrator maintained the efficiency of the college IT infra like computers and other accessories. The college has trained in-house electricians and plumbers to maintain UPS backup, Generator, Air Conditioners, CCTV cameras and Water Purifiers. Annual stock verification process was conducted during May/June 2019 to identify the current status and requirement of systems and related hardware items for the next academic year. Obsolete items were removed and new equipment items were proposed.

Library: The Library headed by the Librarian with supporting staff taken care of the smooth and efficient functioning of the Library. Suggestions box was installed inside the reading room to take users feedback. Their continuous feedback helped a lot in introducing new ideas regarding library enrichment. To ensure return of books, “no dues” from the library is mandatory for students before appearing in exam. Book Bank scheme ensures effective utilization of library. The account of visitors (students and staff) on daily basis was maintained. Annual Library stock verification process was conducted during May/June 2019 to identify the current status of books and requirement of new books as per the curriculum for the next academic year. Damaged books were removed and partially damaged books were sent for binding.

Sports Complex: Regular maintenance of the college indoor Badminton, Volley Ball court, TT Court and Cricket Ground were under the supervision of physical director available.

Campus Administrator and his team were involved in the maintenance of infrastructure facilities. This team looked after the regular maintenance of civil works such as furniture repairs, masonry and plastering works, painting, carpentry, plumbing and housekeeping. The civil supervisor and his workers looked after the maintenance of rest rooms, approach roads and neatness of the entire premises. Housekeeping services were regularly executed and monitored.