

PVKN GOVERNMENT COLLEGE (A)

(Accredited with 'A' Grade by NAAC)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Vellore Road, **CHITTOOR** - 517 002. A.P.

www.pvkngcchittoor.ac.in



4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc in the institute. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in house staff on daily basis and 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. Laboratories (All Labs & Computer centre):** Each laboratory has one teacher as lab in charge, a Lab Assistant and attendant. 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.

- ✓ Locations of laboratory safety showers, eyewash stations, and fire extinguishers help to assure protective measures to minimize the casualties.
 - ✓ General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab
2. **Library:** Librarian with supporting staff has been appointed to maintain central 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. **Sport complex/ground/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, and awards for the students etc.

Every week college has conducting FIT INDIA Day at 4.00pm to 5.00pm in College rounds. Students, Teaching Staff and Non – Teaching Staff Should participate in this activity.





4. **Class Rooms Management:** Classroom being the most primary and important work space; it is managed with proper systems and procedures as recommended by the College and the University. It is followed keeping in mind the modern teaching learning environment. The classrooms are well equipped with all modern technology like the smart boards, mike systems, and other technologies for better and effective teaching.

Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the department. The class rooms are cleaned on daily basis monitored by institute supervisor. Principal, Department In charges 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 s 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. **CCTV, Security etc:** To maintain internet connectivity and CCTV security system, network and system administration team is appointed

Institution follows all safety and security norms as required for an educational institution and makes optimal use of all security mechanisms. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students.



**PRINCIPAL
P.V.K.N. GOVT. COLLEGE,
CHITTOOR.**