

SUBHARAM GOVERNMENT DEGREE COLLEGE

PUNGANUR

Maintenance of Infrastructure

The institution focuses on optimal utilization of physical, academic and support facilities and has established systems and procedures for maintaining them as per rules and regulations issued by APCCE from time to time. It is being done by the following committees:

- **Annual Stock verifications Committee**
- **Library committee**
- **Games and Sports Committee**
- **Purchasing Committee**
- **Audio-visual equipment committee**
- **Virtual class**

The above committees verify the equipment or facilities with stock register and suggest any kind of suggestions to improve the facilities and submit the report to the Principal for further review with the concerned departments.

1. Laboratories: All the staff of Computer Science and Computer Applications departments ensures the proper and optimum utilization of the equipment in the computer laboratories. These laboratories are under the supervision of the in-charge of the departments. The request for the purchase of new equipment required is resolved by the department in their departmental meetings and indent is placed before the staff council for approval. The principal refers to the purchase committee which takes care of transparency in the purchase of equipment. All the purchases made are entered into the stock register which is checked annually by the Stock Verification Committee by 31st March of every year. The Departments have Annual Maintenance Contracts with the suppliers for the repair and maintenance. Students enter their details whenever they enter and use the laboratories.

2. The maintenance of IT infrastructure like updating the software, removal of virus, networking and internet connectivity problems in the college are done under the supervision of the Department of Computer Applications. Regular servicing of computer systems is done by hiring the local technicians as and when required.

3. The requirement for purchase of new books, magazines and journals for the library is resolved by the Library committee and are purchased by the Purchase Committee. Pest control of library books and records, book binding of old books is done periodically.
4. Physical Director and members of games and sport committee maintain the gym and sports Infrastructure and equipment in the college. The stock and the stock registers are annually verified physically by the committee appointed by the Principal. Students enter their details in the log book whenever they use the gym and other sports material.
5. The minor repairs of the existing furniture and purchases are done by the purchase committee in coordination with furniture committee and establishment section under the supervision of the Principal.
6. The maintenance of other infrastructural facilities like RO water plant, campus cleaning, washrooms, electrical and plumbing works are done by the support staff under the supervision of the Principal by hiring the local technicians by making necessary resolutions in the staff council.
7. Campus cleaning is maintained by the contingent staff of the college. The menial staff cleans the class rooms every day under the supervision of the class incharges. Classroom cleaning and greening is maintained by the student community, NCC and NSS on the third Saturday of every month. The teaching staff monitors the cleaning work of the respective classrooms.
8. NSS units of the college look after the plantation and maintain the greenery in college campus regularly.
9. Virtual class and Audio-visual aids are maintained by the respective incharges appointed by the Principal. Stock registers are maintained and are verified annually by the committee appointed by the principal. Necessary entries are made by the students and users in the logbooks.



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