

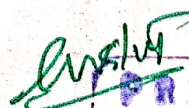
## **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc..**

The College has a pro active Governing Body that has keen in establishing the necessary infrastructural facilities with a systematic as well as an established policy. The Heads of the Departments put forward the proposals of any procurement or construction to the Principal. The Principal reviews the proposals with Heads of the departments and Director of PG Centre and forwards the proposals to the Governing Body for approval. The Principal and discipline committee manages the overall functioning of the college pertaining to discipline, class room maintenance, and maintaining a green and clean campus. The IQAC Coordinator and Co-coordinators strive to promote quality in every aspect of the campus. The Research Committee promotes scientific temper, nurtures staff and students' research aptitude, supports innovative projects and maintains ethical standards in research. The college functions from 10:00 a.m. to 4:00 p.m. Off-class courses are conducted from 4:00 p.m. to 5.00 p.m. The seminar halls, conference rooms, audio visual rooms and Smart Classrooms are optimally used by all departments for meetings, seminars, conferences, quiz programmes, ICT based teaching- learning, and intra- and inter-collegiate competitions. The Gymnasium is utilized for the physical fitness activities both by the staff and students. The Library is open to all students, staff, scholars and alumni. The Library also hosts book exhibitions. The NSS Officers are the in-charge of the maintenance of clean, green, plastic-free buildings, laboratories and other infrastructure on campus. A register is maintained in which the staff can register complaints/needs. The system engineer, electricians and plumbers, who are available on calling, ensure the smooth and efficient maintenance of the college. All laboratories are maintained by the technical staff and lab assistants. The Office Superintendent and a team of dedicated support staff are involved in maintaining the campus spic and span. The entire campus is swept everyday and wash rooms are maintained hygienically. The Sports Ground is maintained by the Physical Director and the support staff. Students register their complaints/suggestions in the Suggestion Box placed in the Administrative Block. Complaints, if any, are attended to immediately. The departments maintain a stock register for the instruments in their laboratories. RO Plant, Generators, UPS and Batteries are maintained with the help of competent technicians. The Browsing Centre is open till 5.00 p.m. for the benefit of the students. Security guards under the supervision of Physical Director, guard the college round the clock. Arrangements for first-aid and medical care are fully available for the staff as well as the students beside the campus. In case of serious medical emergency, help is provided by shifting the ward to a nearby hospital. The College conducts the mandatory health checkups for students. If there is an emergency, first aid boxes are available in all departments. Other medical emergencies are handled with the help of doctors who are among our Management, alumni and well wishers.



**Maintenance:** The college has separate administrative offices for UG and PG for upkeeping the physical facilities of the college. The policy is to augment infrastructure to keep pace with the expanding of curricular and extracurricular activities. Infrastructure policy has two components, Physical and IT Infrastructure, to facilitate the teaching-learning process. The College Management Committee formulates this policy and revamps it according to emerging trends keeping in mind the vision and mission of the college. Maintenance of laboratories, library, sports complex, computers, class rooms and all other facilities already established and carried out under plan heads and non plan heads utilizing the budgeted funds that are allocated from college funds and grants which are received from various Government agencies such as UGC, RUSA etc. The College has two well stacked Libraries with reasonably good collection of books and journals for UG and PG and these are maintained well by qualified Librarians who ensure proper utilization of the entire infrastructure by the Students. Sports Complex of the College that is comprised of a Gymnasium, Play Ground, Indoor and Outdoor courts is looked after by Physical Director who ensures proper maintenance of the sports equipment and optimum utilization by the Students as well as other stakeholders. Among the various facilities that are made available with the foresight of College Management are:

- Solar Panels and Solar powered Street Lights
- Well equipped Laboratories.
- Water Treatment Plant for clean and safe drinking water
- Smart Class rooms, Upgraded Language Laboratories and Seminar Halls
- Continuous up gradation of class room furniture, wash rooms, waiting cum study rooms, parking facilities
- Biometric attendance system
- Computers and internet connectivity to all Departments etc. Replacing of outdated equipment and outlived furniture is carried out through an internal audit that carries out the stock verification at the end of every academic year.
- Examination Centre is run by a dedicated committee of staff members.

  
PRINCIPAL  
S.K.B.R COLLEGE  
AMALAPURAM