



# **SDHR**

## **Degree and PG College**

### **POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

#2-148, AIR By Pass Road, New Balaji Colony, TIRUPATI - 517 501



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## **POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

The college maintains regular contact with various committees formed for this purpose in order to optimise the best deployment and application of the financial resources available for upkeep and maintenance of various facilities.

Laboratory: Lab In Charge, Lab Technicians, and HODs of the pertinent departments oversee the preservation of maintenance account records.

Laboratory maintenance includes the following: technicians from affiliated businesses perform the testing, repair, and maintenance of advanced lab equipment.

Library:

- HODs participate in the process and get the requirements and book list from the pertinent departments.
- The finalised list of required books has been formally authorised and signed by the principal.
- Inside the reading area, a suggestion box is placed for people to leave their ongoing input. This is very helpful in presenting fresh concepts for library enrichment.
- Before taking an exam, students must have "no dues" from the library to ensure that the books are returned.
- The library committee also plans and decides on other matters, including the weeding out of outdated books and the timeline for book issue and return.

### **Sports:**

The physical director is assigned to oversee college sports equipment maintenance. Students from the college competed in a variety of indoor and outdoor sporting events held both within and outside the college.

**Classrooms:**

- ▲ The institution has several committees for infrastructure upkeep and maintenance. HODs submit their departmental requirements for classroom furniture and other items to the principal.
- ▲ Academic obligations for students will be handled by administrative personnel.

**Computers:**

- ▲ A central system hub was constructed in order to benefit both employees and students.
- ▲ A suitable computer is available for each department's needs.
- ▲ The Internet and Wi-Fi are available on the campus.

**Additionally:**

- ▲ Every department has a lab assistant who keeps the stock register up to date by physically confirming the items across the year.
- ▲ The concerned department leader performs annual stock checking.
- ▲ A laboratory assistant and a laboratory attendant are in charge of maintaining computer laboratory equipment on a regular basis.
- ▲ Institute workers do regular cleaning of water tanks, correct garbage disposal, pest extermination, landscaping, and lawn upkeep.
- ▲ Regular inspections are used for college campus maintenance.
- ▲ The hostel surveillance team is in charge of overseeing the upkeep of all facilities as well as the cleanliness of the atmosphere in the boy's and girl's hostels.
- ▲ Outsourcing is used to preserve IT infrastructure like computers and internet services such as Wi-Fi and broadband.
- ▲ The lab assistants are in charge of updating software.
- ▲ Monitoring is carried out on wooden constructions, furnishings, electrical and plumbing systems.
- ▲ The water cooler and water purifier are serviced on a regular basis. The library staff maintains the library and verifies the supply of library books on a regular basis.

  
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