

DIST:HANUMAKONDA,TELANGANASTATE-506001

(Affiliated to KakatiyaUniversity,Warangal)

(e-



mail:principal@vaagdevicolleges.comweb site:www.vaagdevicolleges.com)



Criterion4

4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, class room setc.





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4.4.2. INFRASTRUCTUREMAINTENANCEAND UTILIZATION POLICY

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Objective:

- To ensure state of the art infrastructure for curricular, co-curricular, extra-curricular and administrative needs of the college.
- Toguaranteestakeholdersthebenefitsofoptimalutilizationoftheinfrastructural facilities.
- TocoordinatebetweentheallocationandutilizationofResourceslikeClassrooms, Seminar halls, Board Room, Auditorium, Library, Laboratories, and Sports complex.
- Toavertmismanagementandmisconductofcollegeamenitiesandservices.

ScopeofthePolicy:

The development and maintenance of a well-developed infrastructure is critical for the consistent growth of any Higher Education Institution (HEI). Infrastructure policy of the college aims to meet both current and future infrastructure demands of the college and thereby aiding initstransformationintoa university. The policy has both physical and virtual assets in its purview and it aims to promote the development of infrastructure by adhering to the Vision and Mission of the college.

GeneralInfrastructure

- The new infrastructure requirement, raised by various stakeholders, shall be discussed at various levels of authority, such as College Governing body. Once approved, it will execute through the office of the Principal.
- The departmental requests for new purchases duly signed by the Head have to be submitted to the College Purchase Committee for endorsement.
- Every department has to keep a stock register and complaint register of the departmentalinfrastructure facilities and annual stock verification has to be done.
- The upkeep of college infrastructural facilities will be performed by Technicians,
 Masons, Plumbers, Carpenters and Painter deputed by the Management.

• The fixation and revision of the rental amount of infrastructural facilities is made by the Management in consultation with the Governing body.

ClassRooms, Seminar/BoardRoomandAuditorium

- The Management has assigned an office staff with the responsibility of the Classrooms, furniture and other materials and to ensure safety and security of the entire campus.
- The Department Heads have to carry out a periodic inspection of the academic facilities to assess the repair and maintenance requirements of their respective Departments.
- A Maintenance Complaints Register is maintained in the College office to register their grievances of the staff and students related to infrastructural cleanliness and maintenance. The complaints can also be raised through the College Grievance Redressal Cell.
- The cleaning of the campus is done by the house keeping staffs, appointed by the management
- The utilizationofthe campus forcampus drives,centralandState competitive exams such as NET, SET, UPSC, TSPSC,IITJEE,and Bank examinations during holidays and weekends will be decided by the Principal.
- Restricted use of the College infrastructural facilities like Auditorium, Class Rooms and Seminar halls are allowed for the outsiders on management decision basis without disturbing the academic activities. The applicant has to submit their application elaborating the nature, purpose and time of the event, attached with the broacher, to the Principal/ Administrative Officer for the permission.

ITInfrastructure

- IT Infrastructure facilities are open to all the staffs and students. IT Hardware InstallationandMaintenanceisperformedbyTechnicalAssistantandteamincollege on request of HOD or authority.
- Theeverydayproceduresoftheallotmentandmaintenanceofcomputersystems have to be intimated to the Head of the Department by the lab assistants.
- The requirement of the repair of the systems has to be reported to the Technical Assistant appointed by the Manager through the Head of the Department and the Department Head has to check whether the timely action is taken.
- A stock register and a complaint register have to be kept in the Computer Labs and have to be regularly inspected by the Head.
- The technical Assistant will be in charge of the maintenance and repair of the Internet and Wi-Fi facility for the entire campus.

Laboratories

 Thelaboratoryassistantstakecareofthelaboratories. Maintenanceworks, when needed, are to be reported to the office by the Head of the Department.
 Students are not permitted to remain in the laboratory without the supervision of a laboratorystaffandshouldadheretoLaboratoryRulesandRegulationspreparedby thedepartment.

- All injuries, accidents, spills, and breakages should be reported to laboratory personnel as soon as possible.
- All the students, shall adhere to a standard laboratory dress code and use personal protective equipment (PPE) when working in potentially hazardous situations or around potentially hazardous materials and/or equipment.

SportsInfrastructure

- TheproperutilizationandmaintenanceoftheSportsInfrastructureisthe responsibility of the Head of the Physical Education Department.
- AStockRegisteroftheSportsmaterialshastobekeptinthedepartmentandan annual stock verification has to be performed.
- The Ground Marker has to take care of the maintenance of the play kits.

Library

- The policy for the utilization, maintenance and augmentation of the library facilities has to be framed by the LibraryAdvisoryCommittee.
- Thelibrarianhastoensurethe implementationofthelibrarypolicy. The requirement of the infrastructure augmentation and maintenance shall be intimated to the Principal in written by the librarian.
- Thelibrarianhastoconfirmtheentryofthenewbookstothestockregister.

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Kishanpura, Hanamkonda



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Department of Biotechnology

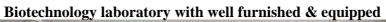
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Department of Physics

Maintenance of Laboratory

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Vaagdeep Deg Reg & PCP Goldgeep Kishanpura, Hanamkonda

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Department of Chemistry

Maintenance of Laboratory

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Vaagdeep Deg Reg & PCP Goldgeep Kishanpura, Hanamkonda

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Department of Zoology

Maintenance of Laboratory

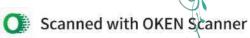
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Department of Microbiology

Maintenance of Laboratory

Princi Principal
Vaagdeen Deg Reg & PCP Gold geens
Kishanpura, Hanamkonda

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	¥ .	3455	Ganipalsa Sindhu		P	P	a	P	P	P	a	.p	P	P
	-	3456	Grosu Bhaumi		P	P	a	D	P	P	a	P	P	P
		3457	Jupalsa Akhil	1	P	P	a	P	P	p	a	P	P	P
9		3455	The state of the s	0	'n	0-	a	p	a	P	a	P	P	P
		50)	Rayabasapu Sagazika	38	p	P	P	P	a	P	n	P	P	P
		3460	Sanigaju Shikama	1	2.	P	a	p	P	P	a	P	P	P
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		,464	Varikela Krishna priya	P		P	a	P	p	P	a	a	P	P
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T		3414	Lasga Anil	P	_	P	P	0	P	a	-	P	P	P

Purchased Lab Equipment in 2022-23 STOCK REGISTER Department of : PHYSICS & Election Name of Article:.... Stock Account of :..... List of Equipment Issue Receipt Signature of Glosing Purchase Register Remarks Quantity Requistion Stock Head Dept. Indent SI. Quantity Date Ref. No. Date Ref. 01 DSD @ 100 MHZ 1 9/01/2023 89861 23 8086 Micto Processor 02 Smps & Keyboare Interface KIT 01 09/01/23 D'Ad 3 01 KIT ADC Interface 9/01/23 0 9/01/23 LOGIC GATES Trainer P-N Junkion Dindes 10 20/01/23 Transistors (NPN) 06 23/02/23 Zever Dibdes 12 23/02/23 01 23/02/23 10m+1 Inductor 10 23/02/23 05 O'CLAF Capacidor 100-12 Rasisters 05 23/02/23 11 115-5 05 IOKA RESISTEY 05 12 11 Principal VAAGDEVI DEGREE ! ! . O. .. LEGE Kishanpura, Hariamisonida.

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Kishanpura, Hanamkonda

DEPARTMENTOFFOODSCIENCEANDQUALITYCONTROL AND DEPARTMENTOFNUTRITIONANDDIETETICS (FOOD

AND NUTRITION DEPARTMENT)

LABATTENDANCE

STUDENTSFOOTFALL2023-2024

		NUHSTEIN	В	atch	No		17	IA		hom	******	******	******	1	1		
SI. No.	Roll No.	Name of the Student	Date	17/9	25/9	ho	%		16/10	13	6 1	瑟	明	OF LO	T	-	G
7		Saniya Osertlana Khadin al Kerbra	P	P	P	P	P	00	6	. 9	- PD			10	1	1	
5		S. prhanya M. Indu	P	6	P	PP	P	PP	P	6	P	9	P - P	1	1	1	1
5		M. Shurangsri	P	-	PP	P	PPP	6	P	1000	PP	P	1 - 10	1	1-10	+	+
7 8		Kadia Mahmoo T. Kanjana	PP	PP	PP	PPP	P	1	P		-	P		10	11	+	1
10		E. Poofilha B. Vidhya	P	P	. P	P	1000	P	f	-	F	-		1	10	1	
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21		M. Vivek A. Keerthi	- P	9	F			P	-	Ρ -	P	P	P	- F	10	P	
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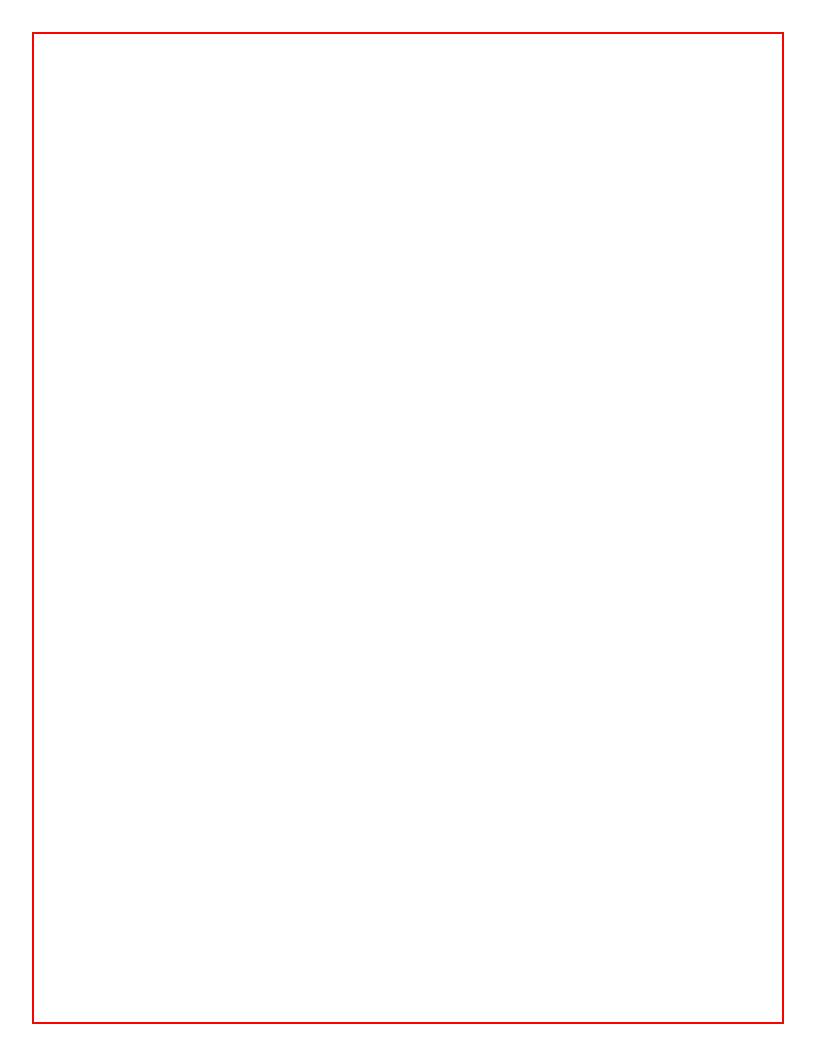
HEAD
Department of Food Science & Quality Control
Vaagdevi Degree & PG College
Hanamkonda



Vaagdevi Degree & P.G. College Kishanpura, Hanamkonda MSTUS MSTCS, SEM-I

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SOP FOR CAMPUS MAINTENANCE & CLEANLINESS

Objective:

To Provide a healthy campus atmosphere ensuring cleanliness and hygiene.

Responsibilities:

Administrative Officer

Housekeeping Staff

1. Class Room Cleaning and Maintenance

Objective: To elaborate the procedure for Maintaining the class room.

Procedure:

- > The attender of respective department and cleaning staff will fulfil the requirements of classroom maintenance on regular basis.
- ➤ The cleanliness is overseen by administrative officer of Vaagdevi Degree &PG College, Kishanpura, Hanamkonda and the Purchase and Maintenance committee.
- ➤ The issues related to class room maintenance has to be reported to the Administrator through HOD.
- ➤ The Administrative Officer has to confirm appropriate corrective measures are taken.

	Activities	Responsibility
1	Allotment of department wise classrooms	Administrative Officer
2	Allotment of individual classrooms for respective Class students	Administrative Officer
3	Projector screens in classrooms, ICT board with stylus	HOD/System Admin
4	Arrangement/Repair of student's desks and teacher's desks/tables.	Administrative Officer
5	Repair of existing electrical outlets- Light bulb replacement	Administrative Officer
6	Routine services or maintenance	Administrative Officer
7	Keeping the classroom clean and tidy	Students, Teaching Staff members and Housekeeping Staffs
8	Classroom security with lock system.	Non- Teaching staff members.

Schedule of Cleaning and Maintenance:

Priority	Task	Frequency
1	Mopping off the dust from the floors	Daily
2	Decontaminating glass or metal surfaces	Daily
3	Emptying trash receptacle	Daily
4	Ordering and arranging of furniture	Daily
5	Cleaning writing board and chalk tray	Daily
6	Spot mopping on floors	Daily
7	Monitor/ overhead projector dusting	Daily
8	Checking of electric services	Daily
9	Damp mopping of classroom floors	Weekly
10	Disinfecting student desks and all other horizontal surfaces	Weekly
11	Washing of trash containers	Monthly
12	Dust luminaries, and clocks	Monthly

2. Laboratory Cleaning and Maintenance:

Objective:

The procedure is to establish a controlled method for Inspection/ calibration, Maintaining and Upgrading Teaching, Analysis and Research equipment.

Procedure:

- ➤ Laboratory attenders are responsible for regular maintenance of laboratories. The maintenance of high-priced equipment and machineries in the laboratories are performed by well-trained technical staffs.
- ➤ Power backup system (UPS) and power generators are installed to protect the laboratory devices from the issues related to the brownouts and blackouts of electricity.

	Activities	Responsibility
1	Maintain teaching equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab Assistant
2	Maintain he Analytical equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab Assistant
3	Teaching equipment having Annual Maintenance Contract (AMC) should be revised and renewed yearly.	Lab Assistant
4	The "Equipment Calibration/Maintenance log" has to be filled and signed and kept in file in HOD office.	HOD
5	A copy of the teaching equipment manual shall be kept in soft and/or hard copy in the lab.	Lab Assistant
6	Check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model	Technical Assistant
7	Providing a list of the required lab tools that will be used in the next academic year, in order to get them before the due date.	Technical Assistant
8	Maintain the research equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab Assistant
9	Unused or out of performance equipment should be marked with a sticker that the equipment "Out of service and not to use".	Lab Assistant
10	Proper forms like equipment list has to be maintained for conducting labs both inter and intra department.	Lab Assistant
11	Housekeeping register has to be maintained for laboratories.	Lab Assistant

Schedule of Cleaning and Maintenance:

Priority	Task	Frequency
1	Dust mopping on floors	Daily
2	Wet mopping on floors	Daily
3	Emptying of trash/ waste pot	Daily
4	Straightening and cleaning of furniture	Daily
5	Sterilizing and sanitizing Ofe q u i p m ent and fixtures	Daily
6	Cleaning of working surfaces	Daily
7	Dusting of machine/ equipment	Daily
8	Spot cleaning of walls, doors, windows and jams	Weekly
9	Cleansing of trash bins and sanitary boxes	Weekly
10	Cleaning of students' cabins	Monthly
11	Ceiling and light fixtures dusting	Monthly

2. Office Cleaning:

Priority	Task	Frequency
1	Empty refuse receptacle	Daily
2	Dust mop files, cabinets and cabins	Daily
3	Dust and wet mop entire floor	Monthly
4	Swill out window sills	Monthly
5	Wet mop floors with tile	Monthly
6	Buff light fixtures and brush ceiling area	Monthly

3. Restroom / Staffroom Cleaning:

Priority	Task	Frequency
1	Cleansing of all sinks	Daily
2	Decontaminating of all fixtures, toilets and urinals	Daily
3	Disinfecting of doors and partition holders	Daily
4	Emptying of dust bins and sanitary repositories	Daily
5	Replacing of garbage bags and filling of dispensers	Daily
6	Horizontal surfaces ' cleaning	Daily
7	Sweeping and disinfecting on floors	Daily
8	Buffing mirrors	Daily
9	Cleaning of Grills, ceiling and light fixtures	Weekly
10	Spot cleaning of walls, doors, windows and jams	Weekly
11	Cleansing of trash bins and sanitary containers	Weekly

- The housekeeping staffs duly appointed by the management have been entrusted with the responsibility of maintaining the campus clean and hygienic.
- The cleaning of corridors, Laboratories, washrooms, rest rooms, pathways etc are performed adhering to the strict schedule assigned by the Administrative Officer.
- The maintenance of cleanliness of the campus will be supervised by the administrative officer.

o Entrance and Foyer Cleaning:

Priority	Task	Frequency
1	Emptying trash container	Daily
2	Dust mopping on floors and mats	Daily
3	Cleaning horizontal surfaces	Daily
4	Spot mopping on floors (wet)	Daily
5	Disinfecting door handles	Daily
6	Dust and wet mopping of entire area	Weekly
7	Cleaning floor grills	Monthly
8	Dusting light fixtures and ceiling area	Monthly
9	Washing trash containers	Monthly

o Garden/Loan cleaning:

Priority	Task	Frequency
1	Sweeping of every surface of building and yard	Daily
2	Collection of fall off leaves, stems etc.	Daily
3	Emptying trash containers	Daily
4	Watering plants	Daily
5	Cutting of grass, herbs, shrubs, etc.	Weekly

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