

# VAAGDEVIDGREE&PGCOLLEGE

**DIST: HANUMAKONDA, TELANGANA STATE-506001**

*(Affiliated to Kakatiya University, Warangal)*

(e-

mail: [principal@vaagdevicolleges.com](mailto:principal@vaagdevicolleges.com) web

site: [www.vaagdevicolleges.com](http://www.vaagdevicolleges.com))



## **Criterion 4**

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



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## 4.4.2. INFRASTRUCTURE MAINTENANCE AND 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.
- To guarantee stakeholder the benefit of optimal utilization of the infrastructural facilities.
- To coordinate between the allocation and utilization of Resources like Classrooms, Seminar halls, Board Room, Auditorium, Library, Laboratories, and Sports complex.
- To avert mismanagement and misconduct of college amenities and services.

### Scope of the Policy:

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 its transformation into a 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.

### General Infrastructure

- 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 departmental infrastructure facilities and an 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 utilization of the campus for campus drives, central and State 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 brocher, to the Principal/ Administrative Officer for the permission.

#### **IT Infrastructure**

- IT Infrastructure facilities are open to all the staffs and students. IT Hardware Installation and Maintenance is performed by Technical Assistant and team in college on request of HOD or authority.
- The everyday procedures of the allotment and maintenance of computer systems 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**

- The laboratory assistant takes care of the laboratories. Maintenance works, 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 laboratory staff and should adhere to Laboratory Rules and Regulations prepared by

thedeartment.

- 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.
- TheGroundMarkerhastotakecareofthemaintenanceoftheplayGroundand supply 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.

  
Principal  
Vaagdekar D. B. & P. G. College  
Kishanpura, Hanamkonda



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## Department of Biotechnology Maintenance of Laboratory

*A. Subudhakar*  
**Principal**  
Vaagdevi Degree & P.G. College  
Kishanpura, Hanamkonda



# 44 Department of Biotechnology

## Biotech Lab → student's foot fall

Date	Student Name	Department	Semester	Experiment	Roll No	In Time	Out Time	Signature
25/08	Himadushtha	Biotech	III	DNA Isolation	08622-3101	10:40	12:20	Himadushtha
25-08	B. Vijayalakshmi	Biotech	III	DNA Isolation	3102	10:40	12:20	Vijayalakshmi
25-08	D. SORAJ	Biotech	III	DNA Isolation	3104	10:40	12:20	Soraj
25-08	J. prasanna	Biotech	III	DNA Isolation	3D19	10:40	12:20	prasanna
25-08	K. VIVEKANANDA	Biotech	III	DNA Isolation	3111	10:40	12:20	Vivekananda
25/08	K. AKASH	Biotech	III	DNA Isolation	3112	10:40	12:20	AKASH
25/08	L. sravani	Biotech	III	DNA Isolation	3113	10:40	12:20	Sravani
25/08	M. SATHWIK	Biotech	III	DNA ISOLATION	3114	10:40	12:20	SATHWIK
25/08	N. srivashan	Biotech	III	DNA ISOLATION	3115	10:40	12:20	Srivashan
25/08	P. ABHIRAM REDDY	BIOTECH	III	DNA ISOLATION	3116	10:40	12:20	Abhiram
25/08	P. Poojitha	Biotech	III	DNA Isolation	3117	10:40	12:20	Poojitha
25/08	V. Chandana	Biotech	III	DNA Isolation	3118	10:40	12:20	Chandana
27/08	A. KEEETHANA	Biotech	III	DNA ISOLATION	3701	10:40	12:20	Keeethana
27/08	B. Akhil	Biotech	III	DNA Isolation	3702	10:40	12:20	Akhil
27/08	B. vardhan	Biotech	III	DNA Isolation	3703	10:40	12:20	Vardhan
27/08	J. Kaveer	Biotech	III	DNA ISOLATION	3704	10:40	12:20	Kaveer
27/08	K. Saikam	Biotech	III	DNA ISOLATION	3705	10:40	12:20	Saikam
27/08	L. VASAVYA	BIOTECH	III	DNA Isolation	3706	10:40	12:20	Vasavya
26/10	B. Shivan	Biotech	V	Artificial seed	08621-3701	1:30	3:10	Shivan
26/10	B. Preetham	Biotech	V	Artificial seed	08621-3702	1:30	3:10	Preetham
26/10	D. PAVAN	Biotech	V	Artificial seed	3703	1:30	3:10	Pavan
26/10	E. Harshini	Biotech	V	Artificial seed	3704	1:30	3:10	Harshini
26/10	G. Rajakumar	Biotech	V	Artificial seed	3705	1:30	3:10	Rajakumar
26/10	J. Akhil	Biotech	V	Artificial seed	3706	1:30	3:10	Akhil
26/10	J. Phinehasu	Biotech	V	Artificial seed	3707	1:30	3:10	Phinehasu
26/10	K. DEEPIKA	Biotech	V	Artificial seed	3708	1:30	3:10	Deepika
26/10	M. Akshitha	Biotech	V	Artificial seed	3709	1:30	3:10	Akshitha
26/10	M. Shripunya	Biotech	V	Artificial seed	3712	1:30	3:10	Shripunya
26/10	CH. Meenakshi	Biotech	V	Artificial seed	3801	1:30	3:10	Meenakshi
26/10	D. varshini	Biotech	V	artificial seed	3802	1:30	3:10	Varshini
26/10	E. anvesh	Biotech	V	artificial seed	3804	1:30	3:10	Anvesh



Date	Student Name	Department	Semester	Experiment	Roll No.	In Time	Out Time	Sign
20/4/24	M. Rohith	Biotech	VII	BODex	3013	1:30	3:10	Rohith
20/4	M. Shanthikumar	Biotech	VII	BODex	3014	1:30	3:10	Shan
20/4	M. Preeti	Biotech	VI	BODex	3017	1:30	3:10	Preeti
20/4	M. Svarani	Biotech	VI	BODex	3018	1:30	3:10	Svarani
20/4	P. Mounika	Biotech	VI	BOD	3021	1:30	3:10	Mounika
20/4	S. Bhavya Sri	Biotech	VI	BOD	3024	1:30	3:10	Bhavya
20/4	V. Sri Ram	Biotech	VI	BOD	3026	1:30	3:10	Sri Ram
20/4	Ch. Anjali	Biotech	VI	BOD	3004	1:30	3:10	Anjali
22/04	K. Saiaram	Biotech	VI	mean, median, mode	3705	10:40	12:20	Saiaram
22/04	N. Saisrichra	Biotech	VI	mean, median, mode	3707	10:40	12:20	Saisrichra
22/4	L. Vasavya	Biotech	VI	mean, median, mode	3706	10:40	12:20	Vasavya
22/4	P. Bhoomika	Biotech	VI	mean, median, mode	3710	10:40	12:20	Bhoomika
22/04	D. Vamsi	Biotech	VI	mean, median, mode	3708	10:40	12:20	Vamsi
22/04	P. Sathwik	Biotech	VI	mean, median, mode	3709	10:40	12:20	Sathwik
23/04	P. Siju	Biotech	II	Carbohydrate analysis	08523 3484	9:00	10:40	Siju
23/04	S. Ganam	Biotech	II	Carbohydrate analysis	3185	9:00	10:40	Ganam
23/04	J. Sathish	Biotech	II	Carbohydrate analysis	3179	9:00	10:40	Sathish
23/04	B. Anil	Biotech	II	Carbohydrate analysis	3176	9:00	10:40	Anil
23/04	A. Swathi	Biotech	II	Carbohydrate analysis	3171	9:00	10:40	Swathi
23/04	J. Sambantham	Biotech	II	Carbohydrate analysis	3180	9:00	10:40	Sambantham
23/04	G. Dilip	Biotech	II	Carbohydrate analysis	3178	9:00	10:40	Dilip
25/04	J. Vignay	Biotech	IV	Central tendency problem	3020	10:40	12:20	Vignay
25/04	Aysha	Biotech	IV	Central tendency problem	3002	10:40	12:20	Aysha
25/04	I. Nishitha	Biotech	IV	Central tendency problem	3009	10:40	12:20	Nishitha
25/04	K. Murali Krishna	Biotech	IV	Central tendency problem	3012	10:40	12:20	Murali Krishna
25/04	T. Vivek Chandra	Biotech	IV	Central tendency problem	3017	10:40	12:20	Vivek Chandra
25/04	G. Saicharan	Biotech	IV	Central tendency problem	3005	10:40	12:20	Saicharan
25/04	E. Shiva Kumar	Biotech	IV	Central tendency problem	3004	10:40	12:20	Shiva Kumar
25/04	B. Shirisha	Biotech	IV	Central tendency problem	3003	10:40	12:20	Shirisha
25/04	K. Rethana	Biotech	IV	Central tendency problem	3013	10:40	12:20	Rethana
25/04	Pranay	Biotech	IV	Central tendency problem	3019	10:40	12:20	Pranay





**Biotechnology laboratory with well furnished & equipped**



**The presenc eof students during the laboratory**

*A. Sheshadharan*  
**Principal**  
 Vaagdevi Degree & P.G. College  
 Kishanpura, Hanamkonda





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Department of Physics

Maintenance of Laboratory

*A. Sheshachalam*

Principal

Vaagdevi Degree & PG College  
Kishanpura, Hanamkonda

# VAGDEV Kishan,

Department

AY -

Studied Laboratory  
Sec: B, Batch: B,

Time: Footfall Record

Sem: Paper:

S. No.	Date	H.T. No.	Name of the Student
1)	29/02/24	086244105	A. Rohini
2)	29/02/24	086244114	E. Harshitha
3)	29/02/24	086244120	V. Vishwajya
4)	29/02/24	086244150	S. Haritha vardhan
5)	29/02/24	086244182	A. Rahul
6)	29-2-24	086244119	Ch. Dhenush
7)	29/02/24	086244131	K. Naveen
8)	29/02/24	086244109	B. Shashi
9)	29/02/24	086244120	D. Chandrashekar
10)	29/02/24	086244123	D. Ramu
11)	29/02/24	086244175	A. Kaarthik
12)	29/02/24	086244189	E. Harish
13)	29/02/24	086244171	A. Shivanir
14)	29/02/24	086244108	B. Madhusathin
15)	29/02/24	086244102	F. Esmay
16)	29/02/24	086244117	B. Nagaraja
17)	29/02/24	086244155	P. Manideep
18)	29/02/24	086244163	S. Shivanirani
19)	29/02/24	086244113	B. Rajesh
20)	29/02/24	086244138	K. Varun
21)	29/2/24	086244140	K. Lami
22)	29/02/2024	086244146	M. Lakshitha
23)	29/02/2024	086244115	B. Kiran
24)	29/02/2024	086244118	Ch. Vignas
25)	29/2/2024	086244142	G. Vignas

Experiment	Name	Time in	Time out	Signature
Thermal conductivity of a bad conductor	A. Rohini	9:10	10:10	A. Rohini
Thermal conductivity of a bad conductor	E. Harshitha	9:10	10:10	E. Harshitha
Thermal conductivity of a bad conductor	V. Vishwajya	9:10	10:10	V. Vishwajya
Thermal conductivity of a bad conductor	S. Haritha vardhan	9:10	10:10	S. Haritha
Thermal conductivity of a bad conductor	A. Rahul	9:10	10:10	A. Rahul
Thermal conductivity of a bad conductor	Ch. Dhenush	9:10	10:10	Ch. Dhenush
Thermal conductivity of a bad conductor	K. Naveen	9:10	10:10	K. Naveen
Thermal conductivity of a bad conductor	B. Shashi	9:10	10:10	B. Shashi
Thermal conductivity of a bad conductor	D. Chandrashekar	9:10	10:10	D. Chandrashekar
Thermal conductivity of a bad conductor	D. Ramu	9:10	10:10	D. Ramu
Thermal conductivity of a bad conductor	A. Kaarthik	9:10	10:10	A. Kaarthik
Thermal conductivity of a bad conductor	E. Harish	9:10	10:10	E. Harish
Thermal conductivity of a bad conductor	A. Shivanir	9:10	10:10	A. Shivanir
Thermal conductivity of a bad conductor	B. Madhusathin	9:10	10:10	B. Madhusathin
Thermal conductivity of a bad conductor	F. Esmay	9:10	10:10	F. Esmay
Thermal conductivity of a bad conductor	B. Nagaraja	9:10	10:10	B. Nagaraja
Thermal conductivity of a bad conductor	P. Manideep	9:10	10:10	P. Manideep
Thermal conductivity of a bad conductor	S. Shivanirani	9:10	10:10	S. Shivanirani
Thermal conductivity of a bad conductor	B. Rajesh	9:10	10:10	B. Rajesh
Thermal conductivity of a bad conductor	K. Varun	9:10	10:10	K. Varun
Thermal conductivity of a bad conductor	K. Lami	9:10	10:10	K. Lami
Thermal conductivity of a bad conductor	M. Lakshitha	9:10	10:10	M. Lakshitha
Thermal conductivity of a bad conductor	B. Kiran	9:10	10:10	B. Kiran
Thermal conductivity of a bad conductor	Ch. Vignas	9:10	10:10	Ch. Vignas
Thermal conductivity of a bad conductor	G. Vignas	9:10	10:10	G. Vignas



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Department of Chemistry

Maintenance of Laboratory

*A. Sheshachalam*

Principal

Vaagdevi Degree & PG College  
Kishanpura, Hanamkonda

Date	Student Name	HT-NO	Group/SEM	Time in	Experiment Name	Time out	Signature
26/9/2023	MD. Afraz		FSZC-I B <sub>1</sub>	8:45am	Introduction of qualitative analysis	10:40	MD. Afraz
"	M. Anjali		FSZC-I	8:45am	Introduction of qualitative analysis	10:40	M. Anjali
"	MD. Nebanjan		FSZC-I	8:45 am	Introduction of qualitative analysis	10:40	Nebanjan
"	MD. Rifkatul		FSZC-I	8:45 am	Introduction of qualitative analysis	10:40	Rifkatul
"	P. Saahas Kumar		FSZC-I	8:45 am	Introduction of qualitative analysis	10:40	P. Saahas
"	N. Lahari		FSZC-I	9:00am	Introduction of qualitative analysis	10:40	N. Lahari
"	M. Nikhil		FSZC-I	8:54am	Introduction of qualitative analysis	10:40	Nikhil
"	K. Chivani		FSZC-I	8:58am	Introduction of qualitative analysis	10:40	K. Chivani
"	K. Cravani		FSZC-I	8:58am	Introduction of qualitative analysis	10:40	K. Cravani
"	M. Rajendra Prasad		FSZC-BI	8:58am	Introduction of qualitative analysis	10:40	M. Rajendra Prasad



Date	Student Name	H-TNO	Group SEM	Time in	Experiment Name	Time out	Signature
22/03/2023	D. Srinidhi	08	BT.MI.C-I	8:45	Introduction of qualitative Analysis	10:40	D.Srinidhi
"	G.K. Navyasree		BT.MI.C-I	8:53	Introduction of qualitative Analysis	10:40	Navya.
"	K. Anusha		BT.MI.C-I	8:55	Introduction of qualitative Analysis	10:40	Anusha
"	B. LITHITH		BT.MI.C-I	8:50	Introduction of qualitative Analysis	10:40	Lithith
"	O. Rakshitha		BT.MI.C-I	8:56	Introduction of qualitative Analysis	10:40	Rakshitha.
"	K. Easha		BT.MI.C-I	9:00	Introduction of qualitative Analysis	10:45	Easha
"	B. Manuhas.		BT.MI.C-I	9:00	Introduction of qualitative Analysis	10:45	Manuhas.
"	Umesh Aathar		BTBC-I	9:01	Introduction of qualitative Analysis	10:50	Umesh
"	B. Sindhuja		BTBC-I	9:01	Introduction of qualitative Analysis	10:50	Sindhuja
"	B. Bhanusri		BTBC-I	9:10	Introduction of qualitative Analysis	10:50	B. Bhanusri
"	E. Akshitha		BTBC-I	9:11	" "	10:50	E. Akshitha

Date	Student name	H.T.NO	Group SEM	Time in	Experiment Name	Time out	Signature
27/9/2023	P. Dharmasmi		FSZC-I B2	8:59 am	Introduction of qualitative analysis	10:40	P. Dharmasmi
"	E. Swathi		FSBC-I B2	8:54 am	Introduction of Qualitative analysis	10:40	E. Swathi
"	E. Anjali		FSBC-I B2	8:50 am	Introduction of Qualitative analysis	10:40	E. Anjali
"	B. Lavanya		FSZC-I B2	8:59 am	Introduction of Qualitative analysis	10:40	B. Lavanya
"	Gayathri.V		FSZC-I B2	9:00 am	Introduction of Qualitative analysis	10:40	Gayathri.V
"	T. Manasa		FSZC-I B2	9:10 am	Introduction of Qualitative analysis	10:40	T. Manasa
"	Syed Haseeb		FSMIC	9:00 am	Qualitative analysis	10:40	Syed Haseeb
"	Sk. Sohailuddin		FSMIC	9:00 AM	Qualitative analysis	10:40	Sk. Sohailuddin
"	S. Krishnaragini		FSZC	8:45	Qualitative analysis	10:40	S. Krishnaragini
"	M. Srinisha		FSZC	9:00 am	Qualitative analysis	10:40	M. Srinisha
"	U. Bhavani		FSZC	8:53	Qualitative analysis	10:40	U. Bhavani
"	Sana		FSZC	8:58	Qualitative analysis	10:40	Sana





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Department of Zoology

Maintenance of Laboratory

*A. Sheshadri*

Principal  
Vaagdevi Degree & PG College  
Kishanpura, Hanamkonda

# VAAGDEVI COLLEGES, HANAMKONDA.

			Batch No. <u>BZCS</u> <u>Ty</u> <u>Tst Sem</u> <u>B1</u>							
Sl. No.	Roll No.	Name of the Student	Date	<u>9/9/20</u>	<u>23/9</u>	<u>30/9</u>	<u>7/10</u>	<u>4/11</u>		

1	3101	V. Arshi Ha	P	P			P	P		
2	3102	T. Anjali	P	P	P		P	P	P	
3	3103	V. Kavyanjali	P	P	P	P	P	P	P	
4	3104	G. Poojitha	P	P		P				
5	3105	K. Varshnavi	P	P	P	P			P	
6	3106	M. Kavya	P	P	P	P	P	P	P	
7	3108	P. Navya	P	P			P	P	P	
8	3109	T. Akhila	P	P	P	P	P	P		
9	3110	M. Harshitha	P	P	P	P	P	P	P	
10	3111	S. Rahul	P	P		P	P	P		
11	3112	B. Saiteja	P	P		P				
12	3113	A. Sahiti	P	P		P	P	P		
13	3114	P. Rithwisha								
14	3115	P. Ravikiran	P	P			P	P	P	
15	3116	M. Sathwik	P	P	P	P		P	P	
16	3117	M.D. Almas	P	P			P	P	P	P
17	3118	B. Bhanusree	P	P						
18	3119	K. Aakash	P	P						
19	3120	T. Rajasri	P	P	P		P	P	P	
20	3121	J. Nandini	P	P	P	P	P	P		
21	3122	D. Ramyasri	P				P	P	P	P
22	3123	J. Sushma	P	P			P	P	P	
23	3124	Chery	P	P			P			
24	3125	N. Mounikanta	P	P				P	P	
25	3126	B. Sindhuja	P	P	P	P	P	P	P	
	902	Y. Kavya						P	P	

No. of Presenties

No. of Absenties



**VAAGDEVI COLLEGES, HANAMKONDA.**

			Batch No..... <u>FSZC</u> .....									
Sl. No.	Roll No.	Name of the Student	Date									

10/9  
24/9  
29/10  
5/11

3904	R. Raval											
3905	T. Lavanya	P	P	P	P	P	P	P	P			
3906	T. Ega Mahesh											
3907	Y. Indhu	P	P	P	P	P	P	P	P			
3908	S. Anjali											
3909	S. Anusha	P	P	P	P	P	P	P	P			
3910	Y. Arthay Kumar	P	P			P	P					
3911	G. Bindhu Madavi	P	P	P	P	P	P	P				
3912	K. Sandhya	P	P	P	P	P	P	P				
3913	G. Sahil Choudhary	P	P	P	P	P		P	P			
3914	G. Navya Sri	P	P	P	P	P		P	P			
3915	B. Shivamomi	P	P	P	P	P	P	P	P			
3916	P. Vijay Kumar				P	P	P	P	P			
3917	G. Anil	P	P		P	P	P	P	P			
3918	B. Ruchitha				P	P	P	P				
3919	M. Sandeep		P	P	P	P	P	P				
	M. Akhil											
	Krushnaveni	P	P	P	P	P	P	P	P			
	Bhadra		P	P	P	P	P	P				
	Rambabu		P	P	P	P	P					
	M. Sushmetha	P	P	P	P	P	P	P	P			
	M. Anjali	P	P	P	P		P	P				
	CH. Anusha	P	P	P	P	P	P		P			
	D. Sangeetha					P	P	P	P			
3931	M. Sankeerthana	P	P	P	P	P	P		P			
	B. Bhavani						P	P	P			
928	V. Sreeja						P	P	P			
No. of Presenties					16	19	19	19	19			
No. of Absenties					07	05	1					
Name of the Experment												

Signature of the Lab Assistant



# VAAGDEVIDGREE&PGCOLLEGE

**DIST: HANUMAKONDA, TELANGANA STATE-506001**

*(Affiliated to Kakatiya University, Warangal)* (e-

mail: [principal@vaagdevicolleges.com](mailto:principal@vaagdevicolleges.com) website: [www.vaagdevicolleges.com](http://www.vaagdevicolleges.com))



**Department of Microbiology**

**Maintenance of Laboratory**

*A. Sheshadharan*

**Principal**  
Vaagdevi Degree & PG College  
Kishanpura, Hanamkonda



**VAAGDEVI COLLEGES, HANAMKON**

			Batch No... FS.m <sub>2</sub> C FS.m <sub>1</sub> .Z									
Sl. No.	Roll No.	Name of the Student	Date	30/8	6/9	13/9	20/9	27/9	4/10	11/10	18/11	25/11
FS	0860 3402	Ashwari Rajesh		P	P	a	P	P	P	P	P	P
mic	3403	Banabalu Amjankumar		P	P	a	P	P	P	P	P	P
*	3404	Chikati Sainadh		P	P	P	P	P	P	P	P	P
	3405	Daggala Sowmya		P	P	a	P	P	P	a	P	P
	3406	Kambham mahesh		P	P	a	P	P	P	P	P	P
	3407	Abhisam		P	P	a	P	P	P	P	P	P
-	3408	Sameera		P	P	P	P	a	P	P	a	P
FS	0860 3450	G. sathwika		P	P	a	P	a	P	P	P	a
m <sub>1</sub> .Z	3451	Bussa Sindhu		a	P	P	P	P	a	a	P	P
Z	3452	Dodla Sathwika		P	P	P	P	P	a	P	P	P
*	3453	Gadham manoj Kumar		a	P	a	P	P	P	a	P	P
	3455	Ganipalsa Sindhu		P	P	a	P	P	P	a	P	P
	3456	Goju Bhavani		P	P	a	P	P	P	a	P	P
	3457	Jupalsa Akhil		P	P	a	P	P	P	a	P	P
	3458	Kundapur Karthik		a	a	a	P	a	P	a	P	P
	3459	Rajababu Sagarika		P	P	P	P	a	P	a	P	P
	3460	Samgoju Shiva Kumar		P	P	a	P	P	P	a	P	P
	3461	Shyngarapu Hariprasad		P	P	a	P	P	P	a	P	P
	3462	Thotte Prakash		P	a	a	P	P	P	a	P	P
	3463	Vankudothu Nandini		P	P	a	P	P	P	a	P	P
	3464	Varikela Krishna praga		P	P	a	P	P	P	a	a	P
→	3409	Nihal Sahail		P	P	a	P	P	a	a	a	P
	3410	Shivani		P	P	a	a	P	P	a	a	P
	3411	Sumathi		P	P	P	P	a	P	P	P	a
	3412	Deepika		P	P	a	P	a	P	a	P	a
	3413	Laseya		a	P	P	a	P	P	P	P	P
	3414	Anil		P	P	P	P	P	a	a	e	i



## STOCK REGISTER

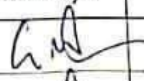



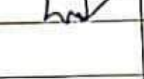
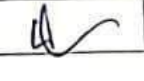
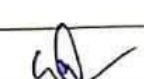
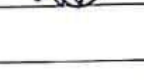

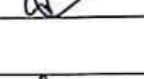
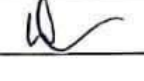

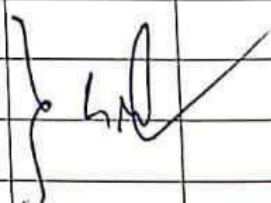
74

Department of: PHYSICS & Electronics

Name of Article: .....

Stock Account of: .....

## List of Equipment

Sl. No.	Receipt			Issue			Closing Stock	Signature of Head Dept.	Remarks
	Date	Purchase Register Ref.	Quantity	Indent Date	Requisition Ref.	Quantity			
1	9/01/2023		DSO @ 100 MHz			01			
2	09/01/23		8086 Micro processor With SMPSE Keyboard			02		   	
3	09/01/23		DAC Interface KIT			01			
4	9/01/23		ADC Interface KIT			01			
5	9/01/23		LOGIC GATES Trainer			01			
6	20/01/23		P-N Junction Diodes			10			
7	23/02/23		Transistors (NPN)			06			
8	23/02/23		Zener Diodes			12			
9	23/02/23		10mH Inductor			01			
10	23/02/23		0.01MF Capacitor			05			
11	23/02/23		100Ω Resistors -			05			
12	"		1KΩ Resistors -			05			
			10KΩ Resistor -			05			

A. Principal  
VAAGDEVI DEGREE & PG COLLEGE  
Kishanpura, Haryana.





# **VAAGDEVIDEGREE&P.G.COLLEGE**

**Kishanpura, Hanamkonda**



**DEPARTMENTOFFOODSCIENCEANDQUALITYCONTROL AND  
DEPARTMENTOFNUTRITIONANDDIETETICS (FOOD**

**AND NUTRITION DEPARTMENT)**

**LABATTENDANCE**

**STUDENTSFOOTFALL2023-2024**

Nutrition - Ist sem  
VAAGDEVI COLLEGES, HANAMKONDA

		Nutrition		Batch No. ....												
		MDZC.														
Sl. No.	Roll No.	Name of the Student		Date	$\frac{1}{2}$ $\frac{2}{2}$ $\frac{3}{2}$ $\frac{4}{2}$ $\frac{5}{2}$ $\frac{6}{2}$ $\frac{7}{2}$ $\frac{8}{2}$ $\frac{9}{2}$ $\frac{10}{2}$ $\frac{11}{2}$ $\frac{12}{2}$ $\frac{13}{2}$ $\frac{14}{2}$ $\frac{15}{2}$											
1		Saniya Shillana	P	P	P	P	P	-	P	-	-	-	-	-	-	-
2		Khadir ul Kebra	-	P	P	P	P	-	P	-	-	-	-	-	-	-
3		S. Pragnya	P	P	P	P	P	P	P	-	-	-	-	-	-	-
4		M. Indu	P	P	P	P	P	P	-	-	-	-	-	-	-	-
5		M. Athinika	P	1	P	P	P	-	P	-	-	-	-	-	-	-
6		M. Bhuvanassi	P	-	P	P	P	P	P	-	-	-	-	-	-	-
7		Sadia Mahmood	P	P	P	P	P	-	-	-	-	-	-	-	-	-
8		T. Sanjana	-	P	P	P	P	-	P	-	-	-	-	-	-	-
9		E. poojitha	P	-	P	P	P	P	-	-	-	-	-	-	-	-
10		B. Vidhya	P	P	-	P	P	P	P	-	-	-	-	-	-	-
11		Priyansha	P	-	P	P	P	P	-	-	-	-	-	-	-	-
12		MD. Afreen	P	P	P	P	P	P	P	P	D	-	-	-	-	-
13		P. Aditya	P	-	-	P	P	P	-	-	-	-	-	-	-	-
14		R. Shilparmi	P	-	P	1	-	P	-	-	-	-	-	-	-	-
15		P. Swathi	P	P	-	P	P	-	P	P	P	P	-	-	-	-
16		S. Nakshatra	P	-	P	P	-	-	-	-	-	-	-	-	-	-
17		Thahma Zakir	P	P	-	P	P	P	P	P	P	P	-	-	-	-
18		Gama Akefa	P	-	P	P	P	P	P	P	P	-	-	-	-	-
19		K. Anjali	P	P	P	P	P	P	-	-	-	-	-	-	-	-
20		V. Sameesa	P	P	P	-	P	-	D	-	-	-	-	-	-	-
21		M. Virek	-	P	P	P	P	-	P	P	-	-	-	-	-	-
22		A. Keerthi	P	-	P	-	-	-	-	-	-	-	-	-	-	-
23		K. Harshini	P	P	P	-	-	-	-	-	-	-	-	-	-	-
24		Syeda Rumaisa	P	-	-	-	-	-	-	-	-	-	-	-	-	-
25		M. Sidharth	P	P	P	-	-	-	-	-	-	-	-	-	-	-
26		Zainab Fatima	P	-	-	-	-	-	-	-	-	-	-	-	-	-
27		G. Shushma	P	P	P	P	P	P	P	-	-	-	-	-	-	-

No. of Presenties

No. of Absenties



**LAB**Name of the Experiment

[illegible]



## LAB AT

[illegible]

VAAGDEVI COLLEGES, HANAMKONDA.									
			Batch No. ....						
			Aug						
			Sep						
			Oct						
Sl. No.	Roll No.	Name of the Student	Date	18	25	1	8	15	22
		FSMIT							
3451		Bussa Sudhu		.	P	P	P	.	P
3452		Dedla Sathwik		P	P	P	P	.	P
3453		Gaddam Manoj Kumar		.	P	.	P	P	P
3454		Gaddam Sravani		.	P	P	P	P	P
3455		Ganipaka Sudhu		P	P	P	.	P	P
3456		Goru Bhavani		.	P	P	P	P	.
3457		Jupaka Akhila		P	.	P	P	P	P
3458		Kundarapu Karthik		.	P	P	.	P	P
3459		Raja Kesava Sagarika		P	P	P	.	P	P
3460		Sanugiri Chira Kumar		P	.	P	P	P	P
3461		Chungarapu Hariprasad		P	P	.	P	P	P
3462		Thotte Prakash		.	P	P	P	.	P
3463		Vankudothu Nandini		P	.	P	P	P	P
3464		Vasikela Krishna Priya		P	P	.	P	P	P
		FSBC							
3201		Afreen Fatima		.	P	.	P	P	.
3202		Bandari Sahithi		P	.	P	.	P	P
3203		Gummadi Sai Raj		.	P	P	P	P	P
3204		Jattha Sandhya		P	P	.	P	P	P
3205		Pochampalli Akash		.	P	P	P	P	P
3206		Chirukonda Arutha		P	P	.	P	P	P
No. of Presenties				11	16	14	17	17	15

  
 HEAD  
 Department of Food Science & Quality Control  
 Vaagdevi Degree & PG College  
 Hanamkonda



  
 Principal  
 Vaagdevi Degree & P.G. College  
 Kishanpura, Hanamkonda



S.N	Name	Admission/ Hall ticket	In time	Out time	System	Signature
1.	B. Rakesh	23-4-344	10:40	12:40	1	B. Rakesh
2.	MD. Iqbal	23-4-339	10:40	12:10	2	MD. Iqbal
3.	G. Bheem Rao	23-4-364	10:40	12:10	3	G. Bheem Rao
4.	H. Siddu	23-4-318	10:40	12:10	4	H. Siddu
5.	G. Saketh	23-4-302	10:45	12:15	5	G. Saketh
6.	P. Vakesh	23-4-449	10:45	12:15	6	P. Vakesh
7.	D. Venkendra Chary	23-4-315	10:48	12:10	7	D. V. Chary
8.	G. Meghana	23-4-321	10:48	12:15	8	G. Meghana
9.	V. Anjali	23-4-331	10:48	12:15	9	V. Anjali
10.	A. Srija	23-4-308	10:48	12:15	10	A. Srija
11.	G. Shalini	23-4-320	10:50	12:20	11	G. Shalini
12.	M. Sandhyaarani	23-4-382	10:50	12:20	12	M. Sandhyaarani
13.	K. Akhil Sai	23-4-355	10:50	12:20	13	K. Akhil Sai
14.	B. Prashanth	23-4-317	10:50	12:20	14	B. Prashanth
15.	V. Nithin	23-4-325	10:50	12:20	15	V. Nithin
16.	P. Kavyasri	23-4-346	10:50	12:20	16	P. Kavyasri
17.	K. Sangeetha	23-4-303	10:50	12:20	17	K. Sangeetha
18.	B. Sathwika	23-4-198	10:50	12:20	18	B. Sathwika
19.	M. Akshay	23-4-393	10:50	12:20	19	M. Akshay

S.NO	Name	Hall ticket	In time	Out time	System	Signature
1)	K. Gopika	23-4-131				Gopikareddy
2)	K. Rakshitra	23-4-103				Rakshitra
3)	S. Mahesh	23-4-125				Mahesh
4)	P. Ganesh	23-4-143				P. Ganesh
5)	S. Manideep	23-4-703				S. Manideep
6)	D. Shiva Sai	23-4-145				D. Shiva Sai
7)	G. Manoj	23-4-149				G. Manoj
8)	D. Suresh	23-4-713				D. Suresh
9)	G. Yashwanth	23-4-121				G. Yashwanth
10)	V. Balu	23-4-725				V. Balu
11)	M. Anjaneyulu	23-4-733				M. Anjaneyulu
12)	G. Naveen	23-4-146				G. Naveen
13)	A. Tejashwini	23-4-709				A. Tejashwini
14)	R. Sandeep	23-4-714				R. Sandeep
15)	M. Anji	23-4-128				M. Anji
16)	A. Vyshnavi	23-4-718				A. Vyshnavi
17)	K. Aishwarya	23-4-740				K. Aishwarya
18)	R. Pranay	23-4-711				R. Pranay
19)	K. Vinay	23-4-717				K. Vinay
20)	P. Kalan	23-4-137				P. Kalan
21)	Y. Premasagar	23-4-717				Y. Premasagar
22)	R. Nikhil	23-4-728				R. Nikhil
23)	G. Sushma	23-4-704				G. Sushma
24)	V. Dhanush	23-4-136				V. Dhanush
25)	M. Dinesh	23-4-122				M. Dinesh
26)	D. Manoj	23-4-142				D. Manoj
27)	G. Aravind	23-4-107				G. Aravind
28)	P. Purusottam	23-4-742				P. Purusottam
29)						

Smt. Safia  
Safia Sultan



A. Lakshmi  
Principal  
VAAGDEVI DEGREE & P.G. COLLEGE  
Kishanpura, Hanamkonda.



B.Com (CA) - C-section.

30

S.	Name	Admission Hall - Ticket NO	In time	Out time	Signature
1.	D. Sumana	23-4-102	10:40	12:20	D. Sumana
2.	P. Kaveri	23-4-115	10:40	12:20	P. Kaveri
3.	T. Jhansi	23-4-117	10:40	12:20	T. Jhansi
4.	G. Poojitha	23-4-124	10:40	12:20	G. Poojitha
5.	D. Ramya Sree	23-4-132	10:40	12:20	Ramya Sree
6.	S. Manideep	23-4-703	10:40	12:20	S. Manideep
7.	P. Ganesh	23-4-143	10:40	12:20	P. Ganesh
8.	R. Sandeep	23-11-714	10:40	12:20	R. Sandeep
9.	T. Pujitha	23-4-112	10:40	12:00	T. Pujitha
10.	S. Abitha	23-4-119	10:40	12:15	S. Abitha
11.	S. Jahnavi	23-4-101	10:40	12:15	S. Jahnavi
12.	M. Sreeja	23-4-110	10:40	12:00	M. Sreeja
13.	M. Sathwika	23-4-144	10:40	12:00	M. Sathwika
14.	K. Rakshitha	23-4-103	10:40	12:00	K. Rakshitha
15.	Ch. Shirosha	23-4-141	10:40	12:10	Ch. Shirosha
16.	D. Gayathri	23-4-147	10:40	12:10	D. Gayathri
17.	K. Gopika	23-4-131	10:40	12:10	K. Gopika
18.	M. Anji	23-4-126	10:40	12:10	M. Anji
19.	K. Vyshnavi	23-4-130	10:40	12:10	K. Vyshnavi
20.	C. Gopi Krishna	23-4-138	10:40	12:10	C. Gopi Krishna
21.	D. Shiva Sai	23-4-145	10:40	12:10	D. Shiva Sai
22.	Varun	23-4-136	10:40	12:10	Varun
23.	Phanush	23-4-137	10:40	12:10	Phanush
24.	Mahesh	23-4-125	10:40	12:10	Mahesh
25.	Aravindh	23-4-107	10:40	12:10	Aravindh
26.	Krishna	23-4-122	10:40	12:10	Krishna
27.	Manoj	23-4-142	10:40	12:10	Manoj

Sub-Principal



*[Signature]*

Principal  
VAAGDEVI DEGREE & PG. COLLEGE  
Kishanpura, Hanumanthpur

B.Com (CA) C-Section

D. Vijwala	25-11-2022	3:00	<i>[Signature]</i>
P. Swapnika	25-11-2022	3:00	<i>[Signature]</i>
K. Nikhitha	25-11-2022	3:00	<i>[Signature]</i>
Arneena	25-11-2022	3:00	<i>[Signature]</i>
G. Poojitha	25-11-2022	3:00	<i>[Signature]</i>
G. Priya	25-11-2022	3:00	<i>[Signature]</i>
Ch. Shirosha	25-11-2022	3:00	<i>[Signature]</i>
P. Amulya	25-11-2022	3:00	<i>[Signature]</i>
A. Sharadha	25-11-2022	3:00	<i>[Signature]</i>
W. Harp	25-11-2022	3:00	<i>[Signature]</i>
K. Rupeesh	25-11-2022	3:00	<i>[Signature]</i>





# 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 the 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 Of e q u i p m e n t 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

  
Principal  
Vaagdevi Degree & PG College  
Kishanpura, Hanamkonda