



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

The college has adequate infrastructure like Laboratories, Sports facilities, ICT class rooms, Seminar halls, Gym, Yoga center and central library. The college has adequate number of computers with internet connections and the utility software distributed in different locales like office, laboratories, library, departments etc.

**Laboratory maintenance Activities:**

All the Laboratories have maintenance registers maintained by the lab attendants. One maintenance slot per week was provided for preventive maintenance by internal staff. Maintenance is carried out by external agencies on need basis periodically once in every three months.

**Laboratory and Equipment maintenance Committee:**

A team of members is appointed for the maintenance of various equipments in the college.

Members of the Equipment Maintenance committee:

S. No	Name Of The Staff	Designation	Department
1	Dr. Y . Ramesh Babu	Asso.Professor,Convenor	Mech. Dept.
2	Ms. M. Ragini	Asst. Professor	EEE Dept.
3	Ms. Joolu Spandana	Asst. Professor	CSE Dept.
4	Mr. S. Bose Babu	Campus Incharge	Admin. Office
5	Mr. M. Nageswara Rao	System Admin	Admin.Office

**Functions of the committee:**

- Maintenance of the laboratory equipment
- Routine checking of the condition of the equipment
- Appointment of skilled lab technicians
- Ensuring safety requirements

**Library maintenance Activities:**

The Central Library has developed with an excellent collection of books, journals and non book materials in Engineering technology, humanities and management. It maintains separate collection of Reference Books, Bound volumes of journals, Technical Reports and Theses.

Our Central Library is spacious and fully automated that it can accommodate 150 users at a time and the data base is managed by Engineering College Automation. The library is using OPAC (Online Public Access Catalogue), wherein the users can search the Library Online Catalogue by Authors name, title, subject, and keywords available on the campus LAN. A separate wing is provided for competitive exam books.

## CIRCULATION POLICY

### **Library Membership**

- Membership is automatically conferred to all the faculty members, research scholars or a student on his / her joining the College and remains valid for his full tenure.
- All students are eligible to check out materials for home use, or for use in the library.
- To borrow books from the library you have to activate your membership in the library circulation counter

## LOAN PERIODS/ ACCOUNT LIMITS

Category of members, period of loan and number of books are as follows

Automation:		
Category	Number of Books	Period of Time
B.Tech Students	4	15 Days
PG Students	5	20 Days
Teaching Staff	6	6 Months
Technical Staff	3	3 Months
Administrative Staff	2	20 Days

- You should take the book you wish to borrow to the Issue Desk. The book will be issued to you and the date it is due for return will be stamped on the date slip inside.
- Enter the details of the book in the register kept in the counter.

## RENEWAL

- Most library books, unless reserved for another patron , may be renewed for 2 additional loan periods.
- For renewal a user has to bring books to the Circulation Counter and renew the borrowed books in his/her library account.
- The library has the right to recall a book if the same is required by another user.

## BORROWED GOT LOST

If a user loses a borrowed library book, then he/she has to make an application immediately to the in – charge of Circulation Section to get relief from paying the delay fine from the date of application (max. time allowed is 15 days) and to take the following actions whichever is permissible as per library rules:

1. Replace the lost book by a new book as per the library regulation; OR
2. Pay the double price of the lost book.

## CLEARANCE OF DUES FROM THE LIBRARY

No dues / clearance certificate is issued provided that all the outstanding dues in respect of borrowed book(s) and delay fine, if any, are cleared

## **Library Maintenance Committee**

Members of the Library Maintenance committee:

S. No	Name Of The Staff	Designation	Department
1	Mr. P. Raju	Asso.Professor,Convenor	Mech. Dept.
2	Ms. B Nayeema	Asst. Professor	MBA Dept.
3	Ms. Damerla Srilakshmi	Asst. Professor	H&S Dept.
4	Mr. P. Krishna Murthy Naidu	Librarian	Library
5	Mr. M. Appala Naidu	Asst. Librarian	Library

### Functions of the committee:

- Maintenance of books and facilities
- Check the availability of sufficient books for all the departments
- Conducts meetings with library coordinators and students
- Implementing the activities suggested by the students

Maintaining reprographic facilities

Maintenance of Library Automation

Continuous improvement of Digitalisation of library including online services etc.

### **IT Infrastructural maintenance Activities:**

All the computer and IT related infrastructure facilities are closely monitored by the IT Infrastructural Maintenance committee from time to time. All the computer labs maintain log

registers and the systems administrator maintain Maintenance register. Weekly one slot is provided for checking the functioning of the computers and internet facilities in each lab and departments. Checking the functioning and Updating of the software is the main objective of weekly maintenance. Once in every three months total systems audit and updation of IT facilities is monitored by the IT Infrastructural maintenance committee.

### **IT infrastructural Maintenance Committee**

Members of the Internet Maintenance committee:

S. No	Name Of The Staff	Designation	Department
1	Mr. S. Rajeder	Asst.Professor,Convenor	CSE Dept.
2	Mr. A. Shankar	Asst. Professor	Mech. Dept
3	Mr. M. Shankar	Asst. Professor	EEE Dept.
4	Mr. G. Shiva Kurmar	System Admin	Admin.Office
5	Mr. S. Sagar	Office Assistant	Admin.Office

Functions of the committee:

- Maintaining Computers in various labs and in campus
- Updation of softwares
- Planning proper utilization of computing facilities
- Planning bridge courses in consultation with industry
- Organising training programmes for the students upgradation
- Monitoring the internet access and providing internet facility
- Fiber monitoring and facilitating uninterrupted internet access to the campus

### **Campus Infrastructure and Sports maintenance Activities:**

The total campus Infrastructure including buildings, class rooms, sports and games including courts related, canteen facilities, water and sanitary, fire and safety, electricity and transportation are monitored by various committees i.e., Building and Classroom Maintenance committee, Campus Maintenance and sports committee, Canteen Maintenance committee, Water Maintenance committee(Drinking/Running), Fire & Safety Maintenance committee, Electrical Maintenance Committee and Transport maintenance committee etc., on daily, weekly, monthly, quarterly and annual basis to see that all these are properly available for the continuous functioning of the institution regarding all its activities. These committees conduct meetings as and when required and take quick decisions to implement for facilitating the students, staff and all others involved in the functioning of the institution.

#### **a) Building and Classroom Maintenance committee:**

A committee is constituted with a senior faculty as In-charge to monitor the maintenance of academic infrastructure and facilities.

Members of the Building Maintenance committee:

S. No	Name Of The Staff	Designation	Department
1	Dr. S. Kishore Reddy	Asso. Professor, Convenor	ECE. Dept.
2	Mr. P Krishna Rao	Asst. Professor	CSE Dept.
3	Mr. V. Hari Naik	Asst. Professor	Mech. Dept.
4	Mr. S. Bose Babu	Campus Incharge	Admin. Office
5	Mr. S. Pichi Reddy	AO	Admin. Office
6	Mr. Ch. Adi Narayana	Supervisor	Office

Functions of the committee

- Proper upkeep and maintenance of the buildings
- Maintenance of the lawns and surroundings
- Carrying out minor repairs of furniture, electrical and sanitary fittings
- Maintenance of the roads, water tanks and other services in the compound
- Maintaining security ensuring the safety requirements in the campus

**b) Transport maintenance committee:**

A committee has been constituted for the day to day maintenance of the college vehicles  
Members of the Transport Maintenance committee:

S. No	Name Of The Staff	Designation	Department
1	Dr. J S V Gopala Sharma	Professor, Convenor	MBA Dept.
2	Mr. M. Sathish Kumar	Asst. Professor	EEE Dept.
3	Mr. Prahlad Relangi	Asst. Professor	Mech. Dept.
4	Mr. N. Rama Chandra Rao	Transport Incharge	Admin. Office
5	Mr. G. Srinivasa Rao	PRO	Admin. Office

Functions of the committee

- Maintenance of the college buses
- Obtaining necessary clearance certificates, insurance, permits etc. for the college vehicles from RTA
- Routine checking of the condition of the vehicles.
- Appointment of well trained and experienced drivers.

- Ensuring safety requirements like operation of Speed limiters, fire extinguishers first aid etc.

### c) Electrical Maintenance Committee

Maintenance of all equipment related to electrical applications is taken up by this committee.  
Members of the Electrical Maintenance committee:

S. No	Name Of The Staff	Designation	Department
1	Mr. T. Krathi Kumar	Asso.Professor,Convenor	EEE Dept.
2	Ms. Padmavathi Tupakula	Asst. Professor	ECE Dept.
3	Mr. B Jainabbi	Asst. Professor	CSE Dept.
4	Mr. S. Pichi Reddy	AO	Admin. Office
5	Mr. Ch. Adi Narayana	Supervisor	Admin.Office

#### Functions of the committee:

- Maintenance of Diesel Generators
- Maintenance of UPS systems and its batteries
- Maintenance of Building and equipment Earthing, measurement of earth resistance at regular intervals, ensuring the proper earth connection for various equipments in the labs and class rooms.
- Upgradation of Electrical Services in the campus

### d) Campus Maintenance and sports committee

Members of the Campus Maintenance committee:

S. No	Name Of The Staff	Designation	Department
1	Mr. Ashraf Hussain	Asso.Professor,Convenor	MBA Dept.
2	Mr. L Shiva Shankar	Asst. Professor	CSE Dept.
3	Mr. Komati Chandra Shekar	Asst. Professor	EEE Dept.
4	Mr. S. Bose Babu	Campus Incharge	Admin. Office
5	Syed. Mahaboob Vali	PD	Office

#### Functions of the committee:

- Maintaining safe drinking water, water harvesting etc.

- Maintenance of sanitation and electricity.
- Maintaining class rooms and Labs
- Maintaining the Sports and Games facilities and Gym for the students.
- Maintain discipline in the campus.
- Maintenance of all other related facilities

#### e) Canteen Maintenance committee

Members of the Canteen Maintenance committee:

S. No	Name Of The Staff	Designation	Department
1	Mr. N. Ramana Reddy	Asso.Professor,Convenor	MBA Dept.
2	Mr. R. V. Prahallad	Asso.Professor,Convenor	Mech. Dept.
3	Ms. Ramesh Narige	Asst. Professor	H&S Dept.
4	Mr. S. Surendra	Accounts Incharge	Admin.Office
5	D. Surya prakash	Lab Asst.	ECE Dept.

Functions of the committee:

- Plan, organize, control, and evaluate needs of the canteen.
- Ensure a healthy and safe environment
- Produce a canteen menu and price list.
- Maintenance of food and water quality.

#### f) Fire & Safety Maintenance committee

Members of the Fire & Safety Maintenance committee:

S. No	Name Of The Staff	Designation	Department
1	Ms. E. Prasanna	Asso.Professor,Convenor	EEE Dept.
2	Mr. T Chandra Shekar	Asst. Professor	Mech. Dept.
3	Ms. Sunke Srinivas	Asst. Professor	CSE Dept.
4	Mr. S. Venkata Ramana	Asst. AO	Office
5	Mr. S. Vankateswara Rao	Asst. AO	Office

Functions of the committee:

- Conducts safety committee inspections
- Educates the staff and students about fire prevention and safety precautions

**g) Water Maintenance committee(Drinking/Running)**

Members of the Water Maintenance committee:

S. No	Name Of The Staff	Designation	Department
1	Mr. Shaik Shaker Basha	Professor, Convenor	CSE Dept.
2	Mr. Shylaja Pathi	Asst. Professor	H&S Dept.
3	Mr. Seelam Srikanth Reddy	Asst. Professor	EEE Dept.
4	Mr. G. Lingaiah	Accounts Officer	Admin.Office
5	K . Mahender	Supervisor	Admin.Office

Functions of the committee

- Provide safe drinking water to staff & students
- Facilitate water for daily usage (Labs ,Hostels, Toilets)
- Identify & locate the troubles.
- Proper implementation of bathroom waste water