

RBVRR Women's College (Autonomous)

Narayanguda, Hyderabad

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING INFRASTRUCTURE FACILITIES

The following are the systems and procedures for purchase and maintenance of the physical, academic and support facilities:

The requirement for the facilities is placed by the departments and the various units of the College to the Principal.

The Management allocates the Budget for purchase and maintenance of the facilities.

Procedure for Purchase:

- After the sanction of the purchase proposals is made, the concerned departments/units invites sealed tenders.
- A comparative statement is prepared after the tenders are opened by the Principal.
- The Purchase committee verifies the comparative statement for purchase consideration.
- The Purchase order is made to the finalized vendor

Maintenance Systems:

Annual Maintenance contract:

- All the electronic equipments in the college are covered under AMC. Service providers will ensure that the systems are in working condition. Obsolete and Non-working systems are replaced periodically.
- Water purifiers are cleaned every 15 days and all of them are under AMC.
- UPS, Computer Systems, Air-conditioners are under AMC.
- Maintenance of Instruments is done by Manufactures or agencies.
- Maintenance of Lab equipments is done by fumigation of the laminar airflow etc.
- Plumbing, carpentry, hydraulic issues and maintenance, is taken up on a regular basis.
- Maintenance/repair of computers lab equipment such as Printers, UPS, Projectors etc.

Stock Audit:

- Stock registers are maintained and checked every year for stock verification by the Science departments
- Auditing of assets is done for compliance and safety.

Disposal of waste:

- e-waste: Obsolete equipment is duly replaced with the new ones through proper processing channel.
- Disposing of lab specimens, chemicals, and bio-hazardous waste as per applicable laws.

Handling Equipment:

- Ensuring proper handling and storage of chemicals.
- In Physics Lab, electronic components like transistors, diodes etc are protected through voltage stabilizers.
- Scheduling replacement of computer lab equipment (rollout program)
- Fire safety is ensured
- Upgradation of software, and maintenance of hardware.

Library

Library Committee is constituted for smooth functioning and efficient working of library. The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

Maintenance and Monitoring

- Monitoring of Library Usage
- Annual Stock Audits
- Weeding out Old Books
- Spray of pesticides for protection of books every year.