

SGK GOVERNMENT DEGREE COLLEGE, VINUKONDA

ANNUAL MAINTENANCE POLICY

The policy assures the optimum utilization and proper maintenance of physical, academic and support service facilities of the college to accomplish a high degree of excellence in education. It also cares for improving day to day operations and activities of the college.

AIMS OF THE POLICY

1. To achieve optimum utilization of facilities and services for the benefit of stakeholders.
2. To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
3. To prevent misuse and misconduct of resources and services.
4. To achieve timely up-gradation, replenishment, repairing and replacement of the resources and services
5. To set standardized maintenance and utilization procedures for resources.
6. To reduce probabilities of accidents at the workplace for ensuring safety.
7. Quick response (if breakdowns) and increased longevity of hardware and software.

SYSTEMS & PROCEDURES:

Mechanism for implementation of the policy: A mechanism is developed to look after the maintenance, up-gradation, replenishment, repairing and replacement of facilities and services. The mechanism assures the involvement of all the stakeholders.

Administrative office: Day to day maintenance and care of the office is taken by the administrative office, in consultation with the Principal. Senior Assistant of the office looks after the routine maintenance.

Purchase committee: The purchase committee is constituted by the principal when needed. Resolutions of the Restructured Fee committee, Special Fee committee, CPDC form the basis for the constitution of purchase committee.

SGK GOVERNMENT DEGREE COLLEGE, VINUKONDA

College Planning and Development Committee: CPDC monitors overall functioning of facilities and services.. The essential requirements of minor expenses of maintenance or replacements or construction are immediately sanctioned. The major requirements of large expenses are sent to the staff council for approval.

General measures for Optimum utilization & Upkeep

- Departments and office staff take care of facilities provided to them.
- Instructions are displayed for the proper use of infrastructure facilities, equipment and instruments.
- The technical staff looks after ICT facilities.
 - The support staff having technical and mechanical skills looks after day to day maintenance of infrastructure.
- The greenery of the college is maintained by the Eco Club Committee and Department of Botany.
- Every department maintains a stock register for the available equipment and verification of these registers takes place at the end of the academic year by stock verification committees.
- For drinking water supply the college has installed RO plant sponsored by ITC which is maintained by the support staff.
- For library books regular maintenance and preservation is carried out. A Librarian assisted by 01 Assistant manages the Central Library. The library staff ensures best maintenance and utilization of Library services. The following measures like regular maintenance of the reading room, reference section, updating internet connectivity, minor and major repairs as per demand are undertaken for the maintenance of furniture, equipment, computers and books in the Central Library.
- The Physical Education Department looks after the maintenance and utilization of sports and games equipment, courts and gymnasiums. The Sports committee manages all the activities of the sports complex and servicing of all sports equipment as per necessity. They are looked after by the Physical Director. Provision is made for periodic purchase of new equipment as per necessity. All the facilities are available to students and staff.

SGK GOVERNMENT DEGREE COLLEGE, VINUKONDA

Policy for Recruitment of Teaching and Non-Teaching staff

The college can recruit Guest lecturers and Non-teaching staff on consolidated payment basis. Regular and contract staff are directly allotted by the Commissionerate of collegiate education. The policy for recruitment of Guest Lecturers and Non-Teaching staff is as follows.

Guest Lecturers:

Guest Lecturers are needed when there is no Regular or contract Lecturer against the sanctioned post. They are also required when the workload of the exiting faculty exceeds 20 hours of teaching.

- i) The principal shall convene Staff council meeting to discuss the requirement of Guest Lecturer.
- ii) Upon the resolution of the staff council, a detailed notification shall be published in atleast two newspapers giving the details of the recruitment-post to be filled, Educational requirements, Experience required etc.
- iii) The applications received shall be filtered based on the educational qualifications.
- iv) Principal shall constitute a committee for the conduct of interviews.
- v) On the date of interview, each applicant shall be valued based on their subject knowledge, Communication skills, ability to answer queries.
- vi) The applicant who secures maximum average marks posted by all the committee members shall be selected for the post.

Non-Teaching staff:

- i) The principal shall convene a staff council meeting and discuss the requirement for Non-teaching staff. Senior Assistant of the college shall also be involved in the discussion.
- ii) On the resolution of staff council, the principal can use the services of any one on consolidated pay basis. Paper notification is not mandatory.

SGK GOVERNMENT DEGREE COLLEGE, VINUKONDA

Student Disciplinary Policy and Procedures.

Introduction

- i. This policy and its associated procedures support College Statutory duty to safeguard and promote the welfare of students and the College. College also promotes a safe, respectful and cooperative working environment for its members of staff and students.
- ii. As members of the college community, all the students are expected to abide by these rules.
- iii. Students who do not abide by the rules are bound to undergo disciplinary action as outlined in the document.

Aims of the Policy:

- i. Encourage positive students behavior in all aspects of the college life.
- ii. Define the approach for managing misconduct.
- iii. Ensure that students and staff are aware of the rules.
- iv. Ensure accurate recording of disciplinary actions.

Dealing with Behavioral Misconduct

- i. Behavioral Misconduct is defined as breach of college rules as prescribed in Code of Conduct.
- ii. Minor deviation will be managed by verbal warning.
- iii. Serious deviations from the conduct will be managed as described below.
 - a. Misconduct will be reported to the disciplinary committee constituted by the principal at the beginning of the academic year.
 - b. The committee takes up the case and starts enquiry into the issue. It may constitute another committee, if needed.
 - c. For cases of misconduct, if proved, and depending upon the seriousness of the issue, it may recommend the issuance of written warning, levying penalty, community service or suspension of the student.
 - d. Cases of substantially gross misconduct will be dealt seriously and may result in the recommendation of student being expelled.
 - e. The principal takes final decision based on the seriousness of the committee recommendations.

Reporting cases of Misconduct

- a. Staff identifying misconduct should report it to the college Discipline committee
- b. Cases of misconduct of minor deviation occurring at college or in relation to academic work will be managed in the first instance by the student's mentor.
- c. Cases of severe deviations shall be recorded by the disciplinary committee.
- d. Disciplinary committee shall maintain a record which consists of the date of Misconduct, Nature of Misconduct, persons involved, Enquiry details and recommendations.
- e. It also should maintain documents of proof, if any.
- f. IQAC shall conduct periodical meetings with the disciplinary committee and shall verify the cases resolved.