



sasi INSTITUTE OF
autonomous TECHNOLOGY &
ENGINEERING

Accredited by **NAAC** with "A" Grade,
Recognised by **UGC** under section 2(f) & 12(B)
Approved by **AICTE** - New Delhi
Permanently Affiliated to **JNTUK, SBTET,**
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/P&D/01/2021-22/01

Date: 03-01-2022

Orders of the principal dt.03.01.2022

OFFICE CIRCULAR

Sub: Procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc. –Reg.

Ref1: Letter dt.30.12.2021 from Dr. T V Rama Krishna, Coordinator, IQAC

Ref2: AQAR-4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in house staff on daily basis and periodically. And care has been taken to keep the equipment's, machine etc in working condition. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition.

1. Maintenance of Central Library Facilities

The books and journals are maintained against disfiguring. Book binding is carried out on regular basis for damaged books to avoid further damage. Stock verification is done as a part of regular monitoring and control. Pest control is done on regular basis for maintaining books safe from termites.

Procedure of Stock Verification

Stock verification of books, back volumes, journals, and CD/DVD-ROMs are done once in one year during summer vacation. The team nominated by the Principal is entrusted the job of physical verification with the assistance of library staff. When there is any shortage of books, magazines and CD/DVD-ROMs, as per the stock registers, the value is assessed and the list for withdrawal of books from the stock will be submitted to the Principal.

Care of documents

It is necessary to instruct the library staff to handle library documents carefully, especially during processing, shelving and shifting of documents. They should be educated on proper cleaning, fumigation of stack area in reducing the effect of insects in the library.

The following steps should be taken:

(a). Bound volumes should not be sorted out from their fore edges, as this process weakens the binding

(b). Huge and oversized volumes should be shelved in flat position.

(c). Collection of dust over documents leads to staining and chemical and biological problems. So care is to be taken to prevent dust deposit over the documents. Regular cleaning is to be done using a vacuum cleaner.

(d). Magnetic discs should not be kept open or near any magnetic or electrical equipment. They should be kept in a dust-free, temperature and humidity controlled room.

(e). CDs/DVDs should be handled carefully inserting finger in the central hole and using thumb on edges. Any scratch will render them useless.

(f). High or low relative humidity and temperature fluctuations cause damage to the library collections. Heating, ventilating, and air-conditioning systems are the principal means of controlling temperature, RH as well as cleaning the air within the building.

(g). Poor housekeeping, excessive moisture and darkness contribute to the problems caused by common insects like cockroaches, silverfishes, termites, book lice, bookworms, mud wasps and moths.

(h). Cockroaches disfigure books by eating starch and glue found in papers and book covers, varnish and colour of the binding. Borax or common salt can be used to prevent cockroaches.

(i). Silverfishes are attracted to glues, pastes and other adhesives. Sodium fluoride can be applied to bound volumes to save them from silverfishes.

(j). Termites are the more common damaging insects to library materials. They eat cellulose and attack all forms of paper as well as wooden products. They are difficult to detect because they eat into the interior part of the materials leaving an undisturbed outer shell. Spread of kerosene oil, DDT or gamma-xine powder over the affected area can help in removal of termites or White ants.

Library Committee has been constituted for coordination in respect of learning resources.

- Procurement of new books & renew of journals and recommendation for additional books
- Updating and maintaining of all library records
- Addressing issues and grievances of users
- Update and upgrade the library contents, periodically as per updates in curriculum

2. Computers:

The institute has an adequate number of computers with internet connections and utility software's. Computer systems, UPS, Software's and Servers are maintained by outsourced technicians, Lab assistants and Lab-In Charges. IT infrastructure is maintained by the head, IT Coordinator along with departmental coordinator.

3. Classrooms, Conference Hall:

Classroom being the most primary and important work space, it is managed with proper systems and procedures as recommended by the Management and the college. Classrooms and Conference hall are provided with enough seating capacity and LCD projectors. Cleanliness of class rooms and Conference hall is maintained on regular basis. Working condition of audio system, LCD projectors etc. is done on regular basis. HODs and Class teachers also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms.

4. Laboratories:

Laboratories are regularly maintained by the Laboratory attendant. Records of equipment's are maintained in Dead-stock Register (DSR) as per the process. Equipment's are maintained properly, calibrated and serviced periodically. Major breakdown maintenance if required, is carried out by external agencies. Locations of laboratory safety showers, eyewash stations, and fire extinguishers help to assure protective measures to minimize the causalities. General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab.

5. Sport complex/ground/equipment

Sports committee looks after maintaining the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. For holistic development, students are encouraged to participate in the competitions. Coaches for events where there is good student representation, are appointed with the permission of the Management and the Principal. The celebration of the

International Yoga Day has become a regular affair and many students and staff participate in the same.

Maintenance of other support systems:

1. Housekeeping for regular cleanliness of corridors, washrooms, classrooms, laboratories and premises is done by external agencies. Sanitizing of washrooms is done on regular basis.
2. Greenery is maintained by the gardeners of external agencies.
3. Solar Panels and power backup facilities like Generators are maintained by Internal Electrical maintenance department.
4. Clean and hygienic drinking water is available in the Institute. Water coolers are maintained and cleaned on regular basis. Overhead water tanks and water coolers are cleaned periodically. Quality of drinking water is checked by measures pH and Hardness.
5. Sports facilities are maintained by the sports committee and the menial staff.

The below mentioned points are inspected before start of every semester.

1. Classroom facilities such as lights and fans, LCD projector and sound system, availability of internet connections are inspected before start of every semester.
2. Working condition of computers, devices, and equipments is ensured.
3. Working condition of machines in the workshop is ensured.
4. Stock checking activity is done prior to start of new semester.
5. House-keeping committee of the institute inspects the facilities like toilets, classrooms, corridors.
6. Food committee supervises the cleanliness and hygiene in the canteen and monitors the food quality.
7. Library committee collects specific needs of the students and staff.
8. Sports committee ensures the availability of sports equipments and monitors the usage of the ground, courts and indoor games facilities.

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE

Mail & Hard copy to: PA to principal

Mail & Hard copy to: Principal polytechnic


Mail & Hard copy to: Director, SITE

Mail & Hard copy to: Dr. T V Rama Krishna, IQAC-Coordinator

Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS

Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO/Transport/Hostel/Canteen/Sports/Placements

Mail to: All faculty members


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