



Y.A. Government College for Women

Chirala - 523155, A.P.

Re-accredited with 'B' grade by NAAC(Cyc-2)

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Dr. Ch. Ramanamma
Principal
M.Sc., M.Phil., Ph.D.

Date: 27.08.2021

Procedures and policies for maintaining and utilizing physical, academic and support facilities

The institution mainly focuses on finest utilization of physical, academic and support facilities and has established systems and procedures for maintaining them. The maintenance of the facilities is being done by the following committees:

IQAC & NAAC Committee	Grievances Redressal Cell
Academic Committee	Games and Sports Committee
University affiliation committee	Internal Complaints Committee for Harassment Against Women
Time table committee	Additional Spl. Fee Committee
Students Union Committee	Youth Red Cross Society Committee
Examinations committee	Attendance Committee
Library committee	Anti-Ragging Committee
MANA TV committee	ECO Club Committee
Games & Sports Committee	Women's Hostel Committee
NSS committee	Rotaract committee
Purchasing Committee	N-List
RED Ribbon Club	Ward Counselling Committee
Alumni Committee	MOOCS
Women Empowerment Cell	Furniture Committee
UGC Committee	RUSA Committee
Skill Development Committee	Skill Development Committee
Income tax Scrutiny Committee	Best Practices Committee
Special Fee Committee	Literary Committee

The said committees verify all the equipment/facilities with stock register and advise any kind of suggestions to improve the facilities and submit the report to the Principal for further review with the concerned departments.

1. **Laboratories:** All the staff of Science departments ensures the optimum utilization of the equipment in the laboratories. Laboratories and equipment are under the supervision of the in-charge of the departments. The request for the purchase of new equipment, if any, resolves by the department in their departmental meetings and then submits it to the Principal for further action. The Principal forwards the same to the purchase committee which takes care of transparency in the purchase of equipment and the entries regarding the purchases made into the stock register and will be checked annually by the Stock Verification Committee.
2. **IT Infrastructure:** The maintenance of IT infrastructure like updating the softwares, Anti-virus updations, networking and internet connectivity problems in the college is being done timely.
3. **Library:** The Library Advisory Committee resolves the requirement for purchase of new books, magazines and journals for the library and purchases through the Purchase Committee. Pest control of library books and records, book binding of old books is also being done periodically.
4. **Sports:** The members of Games and Sport Committee and Physical Director maintain the gym and sports equipment in the college.
5. **Furniture:** The minor repairs of the benches, Black boards, Class room desks, other furniture and purchases are happens through the purchase committee in coordination with furniture committee under the supervision of the Principal.
6. **Other Infrastructure:** The maintenance of other college infrastructural facilities like campus cleaning, RO water plant, washrooms, electrical and plumbing works is done by the supporting staff under the superintendence of the Principal.



Principal
Y.A. Govt. Degree College for Women
CHIRALA-523155, Prakasam Dt (A.P.)