



MIRACLE EDUCATIONAL SOCIETY

GROUP OF INSTITUTIONS (B.Tech, M.Tech, MBA & MCA)

(Approved by AICTE & Affiliated to JNTU Kakinada)

Miracle City, Bhogapuram - 535 216, Vizianagaram Dist., AP

Phone: 0891-6696601, 9440803925, Fax: 0891-6623549, www.edulokam.com

Code: MRCL

Policies For Maintaining And Utilizing Physical, Academic And Support Facilities - Laboratory, Library, Sports Complex, Computers, Class Rooms

Maintenance of Academic Facilities:

- The academic requirements regarding books, journals, developing study materials, IT facilities along with the budget are placed by the Head of the Department(HoD) in the Academic council and IQAC.
- IQAC places the requisition to the Principal and then the Principal and Bursar forwards the issues to Administrator/Governing Body, Finance Committee, Tender Committee or any other relevant committee based on the requirements as per relevance.
- On production of proposal and budget for organizing seminars and workshops, the college allows fund and for National/ International Level , these are forwarded to relevant agencies for necessary actions.
- For all the non lab based departments, annually Rs. 5000/- is sanctioned to purchase and maintenance of teaching aids while for lab based departments , the amount varies from 50000/- to 150000/- annually based on their requirement.
- College has purchase policy and tender notifications are done for the bulk purchase. Sometimes required goods are also purchased from local vendors according to requirement.
- Proper stock register is maintained after the purchase.

Maintenance of Physical Facilities :

- The maintenance of the physical facilities are looked after by the subcommittees. The regular cleaning of the classrooms and laboratory, for any other maintenance related to electricity, plumbing, lab

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- machineries, auditorium, playground, building, hostel, gymnasium and canteen, the Sub committees in coordination with the office arranges everything according to the demands raised by the departments and other units.
- The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

Laboratory: Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HOD's of the concerned departments.

Maintenance of laboratories are as follows:-

- The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.
 - The laboratory equipment is maintained by the concern department staff or through hired technician.
 - Chemicals, glassware and other instruments are maintained in the stock register for concern department.
- **Library:-**
 1. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
 2. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
 3. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
 4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
 5. The library committee maintain the existing books and take decision about buying new books

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6. as per allocation of funds and demand of the books provided by the departments through HoD's. Major decisions regarding the purchase of books, service ours are taken in the Library Committee meeting.
 7. Sufficient staff is engaged in the library for proper functioning and maintenance.
 8. ILMS software with KIOSK is used in Library.
- **Sports: -**
 1. The Sports Committee monitors the ground and equipment of sports and games are regularly maintained.
 2. The Gymnasium is maintained and monitored by the staff and Gymnasium Committee where the students regularly visit from 7.00 am to 10.00 am in the morning on all working days.
 - **Campus Cleaning : -**
 1. The cleaning and gardening staff are in charge of keeping the campus (including classrooms, laboratories and playground clean) clean.
 2. NSS also takes an active part in keeping the campus clean and green.
 3. Green Campus Committee looks over the overall beautification of the college.
 - **Computers: -**
 1. Centralized computer laboratory established to enrich the students.
 2. ERP software is used for maintaining faculty and students details.
 3. Each Department having appropriate computer for their requirements.
 4. Internet and WIFI Enabled campus.
 5. Open access journals facilities are available

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6. Maintenance and upgradation of the IT infrastructure are done by the Computer Repairing and Maintenance Committee.
7. College has high performance server for numerical simulation / digital computation.
8. Teachers are given training to ensure optimal utilization of ICT facilities.

• **Classrooms: -**

1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HOD's submit their requirements to the Principal regarding classroom furniture and other.

• **Additionally:-**

1. There is lab instructors in every department, who maintains the stock register by physically verifying the items round the year.
2. Department wise annual stock verification is done by concerned Head of the Department.
3. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty incharge.
4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
5. College campus maintenance is monitored through regular inspection.
6. Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel committee.
7. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
8. Updating of software's is done by lab assistants.
9. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
10. Regular maintenance of the water cooler and water purifier is done regularly.
11. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

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