



**SKR & SKR GOVT. COLLEGE FOR WOMEN, KADAPA.
(AUTONOMOUS)**

Reaccredited with 'B' Grade by NAAC

Y.S.R. Kadapa District – 516001, Andhra Pradesh, India.

Affiliated to Yogi Vemana University



Dr. P. Subba Lakshumma
M.Com., M.Phil., Ph.D.
Principal

E-mail: kadapaw.jkc@gmail.com
Website: www.skrgcdcwakdp.edu.in
Established: 1973

6.2.2: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

ADDITIONAL INFORMATION

INFRASTRUCTURE POLICY

SKR & SKR Govt. College for Women, Kadapa (Autonomous) is committed to deliver the best infrastructure to all its departments and other functional spaces to safeguard the infrastructure requirements of teaching learning and other processes as specified by the statutory bodies both in terms of quantity and quality.

This policy for Infrastructure has been formulated for managing infrastructure through need analysis considering the guidelines of statutory bodies and developments in technology including educational technology; procurement of infrastructure ensuring its quality and cost; timely up gradation; proper accounting and safe guarding by assigning inventory numbers to each equipment and maintaining asset record, upkeep of the equipment through regular cleaning, preventive and corrective maintenance including Annual Maintenance Contracts; insurance against damage and theft and writing off of obsolete equipment.

We believe that correct paraphernalia and its maintenance and preservation are necessary for quality academics and efficient administration of the college. Creation of Infrastructure At the time of starting a new platform or a new development, the undertaking department shall prepare a proposal for management starting a program or course or for the addition in intake of innovative ideas

Enhancement of Infrastructure

1. The college shall regularly enhance infrastructure by modernization and removal of obsolescence keeping in view of the developments of technology and advancement in teaching learning process, needs of the new programs and new initiatives.
2. Record of all infrastructure including equipment, software, books and other items shall be maintained by all departments of the college.
3. Obsolete / non-functional / damaged and beyond repair infrastructure will be written off by the Infrastructure committee specifically constituted for such purpose, after the committee physically verifies the condition of the infrastructure. An appropriate report will be submitted



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by the committee and the equipment will be written off from the dead stock register, with appropriate entries made in the ledger by the concerned responsible person. The equipment will be handed over to the Administrator, who will ensure the proper disposal of the equipment. Any revenue generated from the sale / disposal of such equipment / infrastructure will be paid to Govt. of AP through Prescribed Challan in Treasury.

4. General infrastructure rendered obsolete on account of change in technology, new product and process developments shall be phased out like transferring electronic assets to other departments which can utilize the old equipment productively or selling the old assets through auction or other arrangements and the assets thus transferred or disposed of shall be written off from the asset register by appropriate authority.

5. A Standard Operating Procedure (SOP) shall be prepared and circulated by the college. This SOP shall provide definition of a piece of infrastructure which must be entered in the Asset Register.

It shall also focus on depreciation, physical asset verification and its periodicity, transfer of assets from one to the other department, writing off of obsolete items and their disposal.

From the year 2017-18 onwards college has taken stringent measures to develop infrastructure facilities (Physical and Equipment) for the welfare of student's community. In this context with an amount of Rs. 70,00,000 six rooms are constructed with RUSA funds.

Two Virtual classrooms, three Digital class rooms, 12 biometric machines, Solar energy panels, Fibre network, LMS facilities are provided from RUSA funds. All these infrastructure and teaching learning IT tools are provided from the year 2017-2021.

Library Infrastructure:

1. The College Library staff shall take care of all activities associated with the library and coordinate with the administrative office for regular upkeep of the library spaces.
2. The library team, functioning from 10.00 am to 6 pm on all working days.
3. The maintenance of the Issue and Return Counter as well as reading spaces shall be taken care of by the lending library.

Computer Centre:

1. Computer center is provided in library for browsing purpose to staff and students.



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2. The JKC Computer Lab shall support in enhancing Communication Skills, Analytical Skills, Reasoning skills etc. in collaboration with other organizations AP Skill Development Corporation with due approval from the management.

Sports Infrastructure:

1. The college campus shall necessitate a sports department for the supporting a wholesome physical and mental well-being of the students and staff, with facilities for Physical fitness, Badminton, Table-Tennis, Carrom and Chess, Volleyball Courts. The sports department shall seek approval from the management for joining with government bodies like the municipal corporation and affiliating University for the use of necessary sports ground.

Physical Verification

1. Physical verification of infrastructure shall be carried out periodically and a list of missing items or items not in use/ obsolete items shall be prepared.

2. Appropriate Committee shall take action with regard to the shortages and writing off. Overall Campus Maintenance. The Administrator's office shall be responsible for carrying out regular maintenance activities as well as repairs across campus. Depreciation shall be applied to the assets annually based on the type of assets like furniture and fixtures, electrical installation, equipment, air conditioners, computer hardware and software.

3. The office staff, support staff and personnel working on pay roll and contract basis shall synchronize to follow appropriate procedure for assisting in fixing the repairs if any.

4. Hostel Maintenance:

Upkeep and Maintenance of campus hostel office and occupant rooms and the hostel mess shall be handled by the designated hostel warden. The office shall strictly follow the laid down procedures and guidelines of the college hostel with regard to cleanliness and preventive and corrective maintenance of infrastructure alongside maintenance of schedules and records. All institutes/departments on campus are responsible for communicating any infrastructure malfunction and replacement or enhancement required to the Administrative office following due protocol. Medical Emergency and Contingency Handling Contingency management shall be undertaken by the administrative office and the college general office in collaboration for the facilitation of first aid and other paraphernalia, calling of a doctor or the shifting of the sick person to nearby hospitals on list.



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Information Technology (IT) Policy

Vision:

The main aim of IT Policy is to find appropriate resources to procure new IT related equipment for effective Teaching, Learning and evaluation process and resolve any computer or network related problems and aid them in finding appropriate computer related tools for effective functioning of established system.

Mission:

The mission of the Information Technology policy is to provide opportunities for enhancement and improvement in procuring updated IT tools in teaching, learning and Research process.

Organizational Description:

The IT Policy provides technical assistance and maintenance and oversight computer network, software, and any technology initiatives within the College. The IT Policy encourages all departments to be our partners in planning for future computing environments for the college. We also hope that by understanding the role the IT Policy plays in maintaining the reliability and integrity of computer resources.

1. Responsibility and Role of the IT Policy:

The IT Policy determines and conceptually plans the best ways for technology to meet the goals of the Policy of the college. The IT Policy will install, maintain, and upgrade systems as necessary. The IT Policy will be responsible for developing new ways to accomplish tasks in a productive timely manner. In the year 2017-18 new computers 9 purchased and provided to Computer Lab. In the year 2019 and 2020 computers (21) purchased and established new Computer Lab for all student stakeholders.

The IT Policy is responsible for the following functions:

Internet Access & E-mail, Computer/Laptop, Program Software, Copiers/Scanners – All peripherals Video & Audio equipment. It develops procedural documentation or policies as needed. Provides technical advice and training to staff in the operation, maintenance, and support of computer software system. Prepares reports and makes recommendation to ensure



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the optimum efficiency of equipment and systems in accordance with departmental needs. Maintains professional and technical knowledge by attending seminars, education workshops, classes and conferences; reviewing professional publications; establishing agencies and related organizations.

2. Software

The IT Policy will maintain all free and purchased softwares in the college. But the college is utilising free softwares i.e. C, C++, JAVA, Oracle, Adobe, Photoshop, PHP and MYSQL, Hadoop, R Programming, Python, MS Office etc. As and when needed licensed software will be provided to the concerned departments.

As it pertains to software, the following procedures will be followed:

The IT Policy will maintain a current list of standard and recommended free software. Types of Software used free software is that software which is made available to users and maintained by the IT Policy.

3. Replacement Plan:

SKR & SKR Govt. College for Women, Kadapa (Autonomous) will follow Computer Replacement Plan as and when replacement requires. This plan will provide for the systematic replacement of older computers that are connected to the college network. Not adequate to provide access to all services available on the college network. If a system unable to support advanced needs of the specific user. If a system requires an upgrade before the scheduled computer replacement date, an IT Work Order will need to be sent to the IT Policy requesting a quote and providing a detailed justification for why the computer must be replaced.

4. Relocation of Computers or Printers:

The IT Program will be responsible for relocating all computer systems and peripherals. An IT Work Order must be submitted to the IT Support email address at least 7 business days in advance of the relocation to avoid delays in the setup process. In the case of an extreme emergency, the user must contact the Computer department.



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5. Equipment to be Checked Out maintains equipment.

This equipment (desktops and laptops) can be check out by completing an IT Work Order. When using the equipment, it is important for the user to follow all applicable rules and regulations associated with such equipment..

6. Dynamic Website:

SKR & SKR Govt. College for Women, Kadapa (Autonomous) dynamic website is designed to access all eligible stake holders. Departments / Programs are responsible for ensuring their webpage is updated with latest information.

7. Data Backup/Disaster Recovery Plan:

In IT Policy college is planning to provide complete automatic backup services to all the computer labs and in Departments. Data is backed up to provide disaster recovery only – not to provide for future retrieval. Internet Access, The internet provides access to a variety of information, both good and questionable value and is not a secure means of communication. It is the responsibility of the user to ensure the Pueblo of Laguna's Computer, Intranet, and Internet Use Policy is being followed.

8. Audio Visual:

The IT Policy will assist all departments and programs with any audio and video visual needs with Cisco webex, Google Meet, Gsuite.

9. Quotation Requests:

If a quote is required for any peripheral device or software, an IT Work order must be submitted to the Computer department email address. A detailed account of what specifications are necessary by the user must be included in the Work Order.

Problem Resolution, the IT Policy strives to provide the most effective and efficient services to the all the stakeholders. If for some reason there is a complaint regarding IT related issues arise it will be addressed immediately.



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