



POLICY ON THE INFRA MAINTENANCE – A REPORT

CSTSGK has established procedures for maintenance and up gradation of physical, academic and support facilities taking into consideration the growing need of accommodating an increasing number of students and faculty members over the years.

Physical Infrastructure

1. Systematic efforts have been made to identify the requirements, allocation of funds, and prompt execution of work following the standard operating procedure, rules and regulations in force from time to time.
2. The main responsibility of construction and maintaining the physical infrastructure lies with the Building Committee comprising the APCCE, Principal, Office Staff and committee consisting of teaching staff members and CPDC members college planning and development council.
3. **E-tenders are invited through the APEWIDC** (ap education and welfare infrastructure development corporation) website for all major and minor repair works, renovation works in buildings, toilets, girls waiting hall, seminar hall, paintings, and construction.
4. Special care is required since CSTSGK has a **heritage architecture** i.e., old style tiled roof class room structure with strong walls and foundation to avoid leakages and partial decay.
5. The college has to approach the outside **dedicated technicians including the electrician, plumber etc.**, who work to carry out instant repairs at a cheaper rates. Proper functioning of **bore wells, regular cleaning of storm water and sewage drains, underground pipes, solar panel, college electrical setup, girls waiting hall, lab leakages, flooring repairs etc.**, as well as overhead tanks come within the purview of their responsibilities.
6. The entire college **premises is regularly cleaned and sanitized**. Hygiene protocols are diligently followed. Sanitation and housekeeping services are outsourced to contingent staff and outside individuals. Regular gardening work and cleaning of bushes, weeds, etc., is being carried to avoid snakes and other creatures. The college campus is being put under consistent



observation to avoid sudden entry of cattle, pigs, dogs, goat and unknown and unauthorised trespassers with different motives like driving practice etc., The in house ST girls hostel vehicles and other outsiders vehicles are monitored regularly to avoid unnecessary entry in the campus to ensure silent and safe atmosphere for the smooth conduct of academic, sports activities for the benefit of students and staff.

7. CSTSGK also has **Annual Maintenance procedures** for certain facilities and equipment such as the maintenance of **air-conditioners and the water RO system.**

8. Special care is taken through specifically deputed contingent staff to maintain all **staff, student's toilets.**

Academic and support facilities

1. The college ensures constant maintenance and **up gradation of its strong IT infrastructure** to keep up with fast-evolving technology and demand.

2. A dedicated team supervised by a Senior Assistant and **various academic committees.** Maintenance protocols include regular check-ups of IT equipment and systems, upkeep of computers, and synchronization of network infrastructure spanning labs, classrooms, auditoriums, a library, and offices. RUSA (rastriya uchatar siksha abhiyaan) linked technicians help is called for since 50 computer systems are supplied recently through vendors like microcare computers company.

3. The **campus is CCTV enabled and footage is recorded** for discipline and security purposes mainly during night times and as the college has vast ground and near to the isolated residential areas, public exposure and numerous entry and exit gates due to the structural issues.

4. The **Timetable Committee** ensures that classrooms, labs, and seminar halls are utilized in an efficient manner. Seminar halls and Auditoriums can be booked in advance. Rules and regulations for the usage of equipment in seminar halls and labs are properly displayed to the stakeholders. 5. The college library is constantly updated. A **Library Committee** is in place comprising the Principal as the Chairperson, the assistant Librarian as the Convener, and the Teachers-in-Charge representing their respective departments. The Library Committee meets



at least twice a year to discuss various issues related to the efficient functioning of the library, including maintenance and up gradation of facilities like the binding of books, purchase of new equipment, shredding of books etc.

6. Reading resources are maintained and upgraded on the recommendations of the teachers. Accordingly, the subscriptions of magazines, newspapers, general reference materials, and vast e resources are renewed and upgraded.

7. To ensure efficient utilization of library resources, rules and regulations are well laid out and displayed at various places to the stakeholders.

8. CSTSGK also has a very well-maintained sports complex with facilities for both indoor and outdoor sports. A **Sports Committee** comprising faculty members (faculty members from the Department of Physical Education and 04 faculty members from other departments of the college) hold regular meetings as per department requirements (training sessions, facilities maintenance, departmental activities etc.). Procurement of equipment and maintenance of stock is carried out by the faculty members of the department as per the SOP of the college and APCCE.

9. The sports ground, various courts, indoor gym and open gym are cleaned every day. The repair and maintenance are done from time to time as required. The department/ sports room and storeroom cum locker room are maintained by the faculty members.

10. The Cafeteria Committee consisting of faculties regularly checks the quality and hygiene standard of food served at the college canteens. For renewal of contracts, open tenders are invited through the College website, if needed.

11. The Garden Committee supervises the maintenance and utilization of gardens and sprawling lawns of the college with the help of dedicated in house staff and the departments of Botany and Horticulture.

12. The labs are maintained with the **Lab Development Fund** which is a part of the annual fees paid by the students enrolled in departments that offer compulsory practical courses. The department with the Teacher-in Charge as the chair conducts regular meetings to decide on the



expenditure for the maintenance of labs and procurement of its equipment. All the items required for the lab work (apparatus, instruments, teaching aids) are procured from approved vendors. **The Purchase Committees**, with the Teachers-in-Charge, Office Administration, as members, are responsible for the up gradation and renewal of these contracts. CPDC & ALUMNI, parents/students committees are involved as and when the purchases take place every time. The tenders are invited from suppliers through open call that are advertised on the College website if needed.

13. Steps have been initiated to procure from GeM from this year onwards. Generally, all the lab equipment, library books are procured with the help of open quotations from the authorised dealers and furniture from central jail, rajamahendravaram.

GOLDEN JUBILEE CELEBRATIONS
15.09.2023 TO 15.09.2024



CSTS Govt. Kalasala, Jangareddigudem
Affiliated to Adikavi Nannayya University, Rajamahendravaram

COLLEGE PLANNING AND DEVELOPMENT COMMITTEE AND ALUMNI MEET



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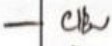

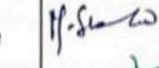
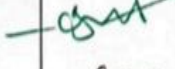
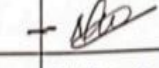
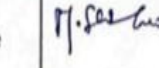
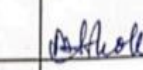


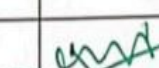

PARENTS STUDENTS MEET ON VARIOUS ACADEMIC/POLICY ISSUES



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CONSTITUTION OF VARIOUS COMMITTEES FOR SMOOTH ADMINISTRATION

CSTS GOVERNMENT KALASALA, JANGAREDDIGUDEM, ELURU DISTRICT COMMITTEES - 2024-25				
S.No	Name of the Committee	Role	Committee Members	Signature
01	Academic Advisory	The Committee helps the students in understanding the course requirement under the CBCS and Reviews Academic Records of students to evaluate academic progress	<u>Convener</u> Sri B Srinivasa Rao - Economics <u>Members</u> Dr CH Badari Narayana - Maths Dr G Venkata Lal - Telugu	  
02	Anti-Ragging & Discipline	The Committee taking Anti-Ragging measures per the guidelines issued by the UGC and frames rules and regulations to maintain discipline within the college	<u>Convener</u> Sri M Srinivasa Rao - Pol. Science <u>Members</u> Sri B Srinivasa Rao - Economics Smt T Jhansi Rani - Botany Sri N Vinay - Phy. Education	  
03	Alumni Association	This committee organize alumni meet yearly once and do programmers to facilitate strong and healthy association between alumni and current students	<u>Convener</u> Sri M Srinivasa Rao - Pol. Science <u>Members</u> Dr G Srinivasa Rao - English Sri B Ashok - History	 
04	Audio-Visual Aids	This Committee maintains the Audio Visual equipment of the College	<u>Convener</u> Sri TV Rambabu - Physics <u>Members</u> Sri U Venkatacharyulu - Chemistry Sri N Prasad - Junior Assistant	  
		Helps faculty in designing and conducting	<u>Convener</u> Sri B Srinivasa Rao - Economics	

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