



తిరుమల తిరుపతి దేవస్థానములు
Tirumala Tirupati Devasthanams



S.V. ARTS COLLEGE, TIRUPATI

PROCEDURES AND POLICIES

LABORATORIES

- All the laboratories of various departments are maintained by lab attenders and faculty members under the supervision of Head of the Departments concerned.
- Before the commencement of Academic year, an internal lab audit has conducted to verify the articles as per the entries in the stock registers and their working condition.
- Stock verification has done every year by Annual verification committee.
- Every year a budget proposal for required lab articles will be sent to TTD Management through proper channel by the H.O.D. of concerned department.
- After the approval of budget proposal, a committee of 5 members will be constituted with principal, one member from D.E.O.'s office, concerned H.O.D and H.O.D's of other two departments.
- Quotations are invited from various agencies and the order will be placed to the agency which quotes lowest price.

LIBRARY

- The librarian is responsible for overall maintenance of library.
- The librarian will purchase new books by inviting quotations from different agencies and placing orders to the least quoted agency as per the indent recommended by the H.O.D.'s with the approval of the principal.

- Issue of library cards, issue of books to staff and students etc. are the duties of Assistant Librarian.
- Library is very useful for students to acquire knowledge.
- It is useful to the students to prepare for competitive exams.
- Every day students and Staff members visit the library to borrow books, to read journals and newspapers etc.

SPORTS COMPLEX

- Sport complex has maintained by H.O.D. of Physical Education Department.
- Playground has maintained neatly & cleanly with the help of sulabh workers.
- Attenders of the department maintain courts of indoor and outdoor games.
- A budget proposal for sports articles has sent to the management through proper channel every year.
- After the approval of budget, quotations from different agencies are called for and the order will be placed to the agency which quotes lowest price.

HOSTEL

- S.V. Arts college hostel has maintained by a warden, deputy wardens, manager and other office staff.
- Well equipped kitchen has maintained by senior cook. Mess halls are maintained by Stewards under the supervision of Deputy Wardens.
- Student committees are formed for various activities.

- Office administration has maintained by Warden and the Manager.
- RO purified drinking water has provided to the students.

COMPUTERS

- In our college, there are 202 computers in various departments and these computers are supplied & maintained by E.D.P. department of T.T.D.
- Lab in-charges monitor the working condition of computers under the supervision of Heads of the departments.

CIVIL, ELECTRICAL & WATER WORKS:

- The civil renovation works are supervised by the Assistant Executive Engineer (Civil) from T.T.D. Engineering department.
- The electrical and water works are also supervised by concerned AEE's/DEE's from TTD.

GARDEN

- A beautiful garden has maintained in front of the college by the employees of the garden department, T.T.D.
- The campus of the college has maintained neatly and cleanly by sulabh workers.
- NCC and NSS students are also take part in cleaning and maintenance of college campus.

T. Narayanamma

PRINCIPAL