




**4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The infrastructure is well maintained by implementing and following Standard Operating Procedures (SOPs). There is dedicated Maintenance Department with expert staff for each section. Regular scheduling of work with log books ensures optimum usage of facilities. The Head - Maintenance oversees the maintenance and utilization of facilities. The Head - maintenance has primary responsibility in planning, purchasing, condemning and controlling the use of physical resources under the guidance of the CEO of the institution and also conducts periodic checks to ensure the efficiency / working condition of the infrastructure. Optimum working condition of all medical equipment in the campus is ensured through annual maintenance contracts (AMC), which is signed with the authorized agencies/manufacturer only. Maintenance labels are placed on equipment, such as date of service & due date of next service. Every department maintains a stock register and log book for the available equipment. Proper inspection is done and verification of stock takes place at the end of every year. All medical equipment are taken care by Bio medical engineers. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the CEO of institution. System for proactive planning is in place with Head of the Maintenance Unit.

  
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