

## **Procedures and policies for maintenance**

The College has well established system and a procedure for the maintenance and the utilization of physical and academic support facilities.

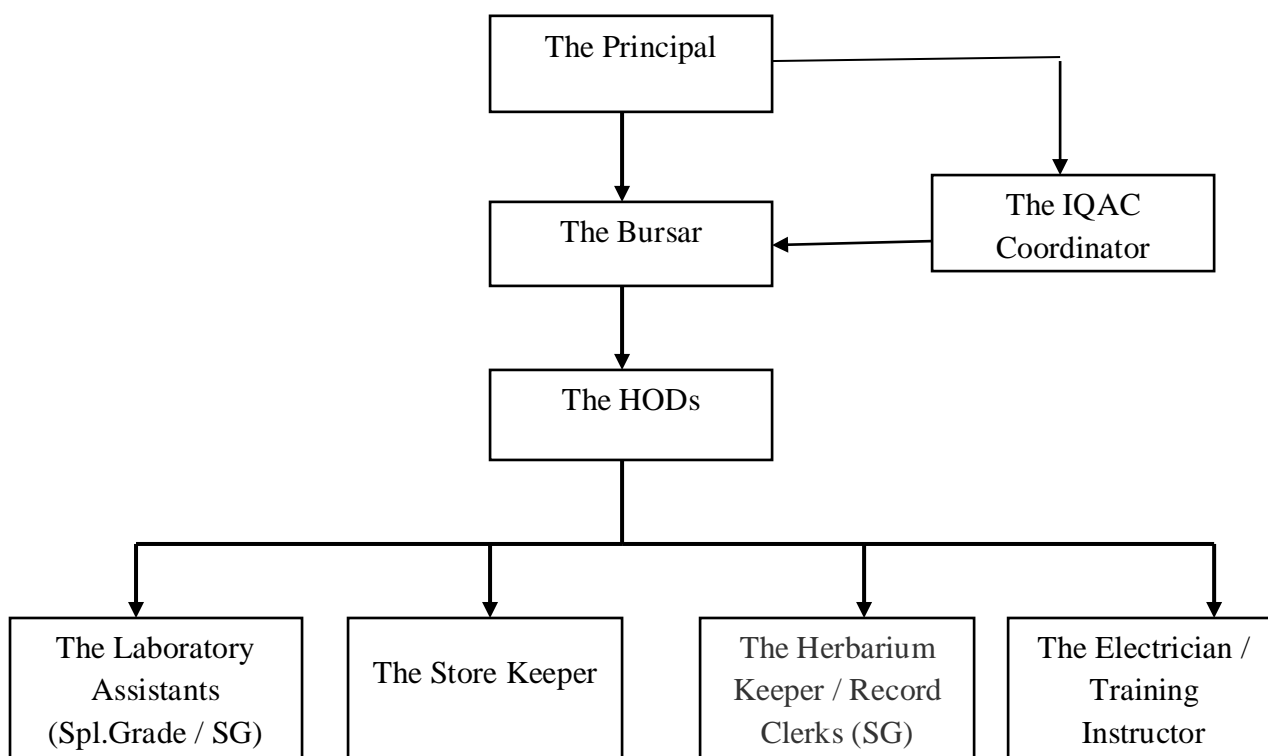
The physical facilities including Laboratories, classrooms, library, computers etc are made fully utilized by the students.

There is a systematic procedure for the purchase as well as maintenance of infrastructure facilities.

### **Laboratory Maintenance**

The equipments, apparatus, chemicals and machineries in the laboratories are maintained by the lab-assistant with advice of HODs. The Record of maintaining stock account is maintained by the Lab assistant/Store keeper/Herbarium keeper/Electrician and supervised by HODs of the concerned departments. Periodic maintenance of Laboratories equipments as follows:

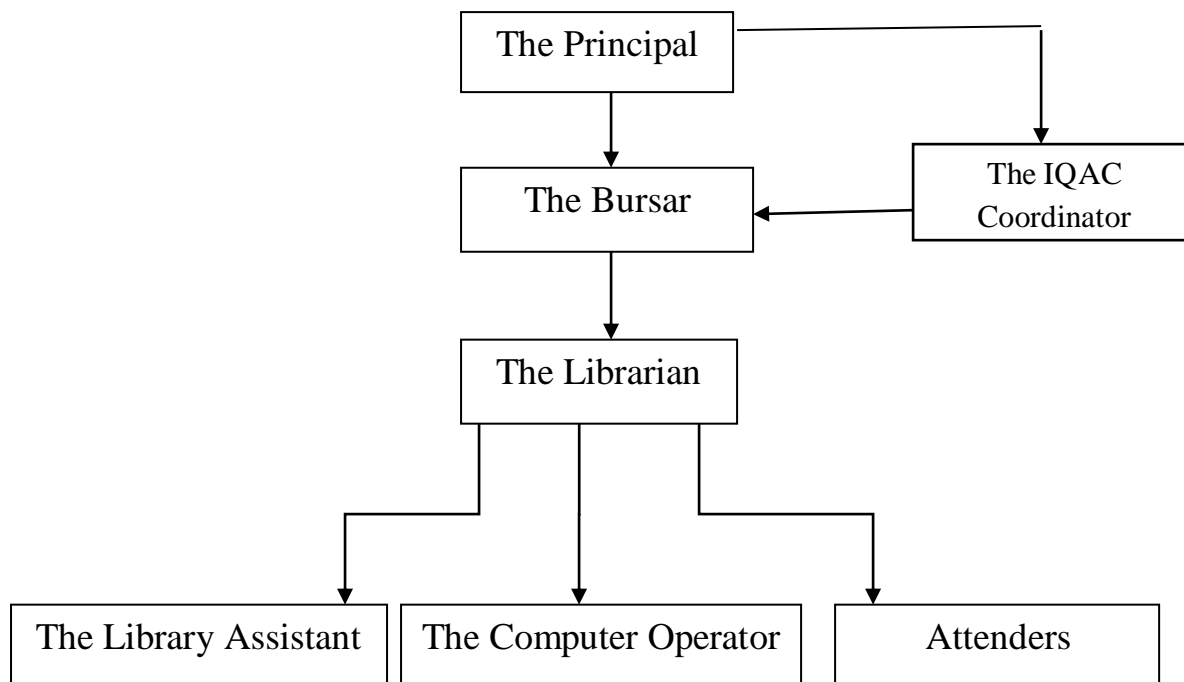
- The calibration, repair and the periodic maintenance of the expensive equipments are done by the supplier of the related equipments.
- The microscopes are cleaned and repaired time-to-time by the concerned department and record of maintenance is maintained.
- Many of the electrical equipment are service by the Electronic club student in consult with HOD of the physics department.
- Special features such as clean labs, fuming cup-board, Animal house and research labs required special services time to time.
- There is a systematic disposal of the bio-degradable, chemical and e-waste. The chart of purchase and maintenance of laboratory facilities.



### Library Maintenance:

Our library is one of the oldest libraries in South Tamilnadu since 1961. The library is digitalised and all books are managed using bar codes and an online inventory catalogue for the tracking available for books. For student chip type ID card reader is used. AMC has been made available with Peace Soft, Tirunelveli for maintaining the Library Management Software (LMS). Any issues/problems regarding software side we will call them for help.

- The library holdings consisting of books, reference books, journals and magazines required a separate treatment and maintenance including binding. These services are outsourced.
- The stock verification is done as a part of regular maintenance.
- We have central library along with department libraries for the benefit of students.
- A provision of the budget for the library maintenance is made by the college management. The activity like keeping library clean, maintain rare books and weeding out of old titles are properly done.
- Pest control of library books and records are done regularly.
- The library has some books for visually challenged students.
- A Suggestion box is installed inside the library to take users feedback.
- The proper account of visitors (Students and staff) on daily basis is maintained.
- In the Year 2016 – 2017 onwards INFLIBNET available in the library. PG, M. Phil., and Ph. D. students are motivated to Use INFLIBNET facilities in the using computer centre also which is in the library. This centre having 10 computer with internet facilities and students are used to take printout.
- Xerox facility available in the library for those student take Xerox of important pages reference book or text books. RO facility also available.
- There is Open access for all the students.
- The requirement and list of books are taken from the concerned department. The chart of purchase and maintenance are given below.

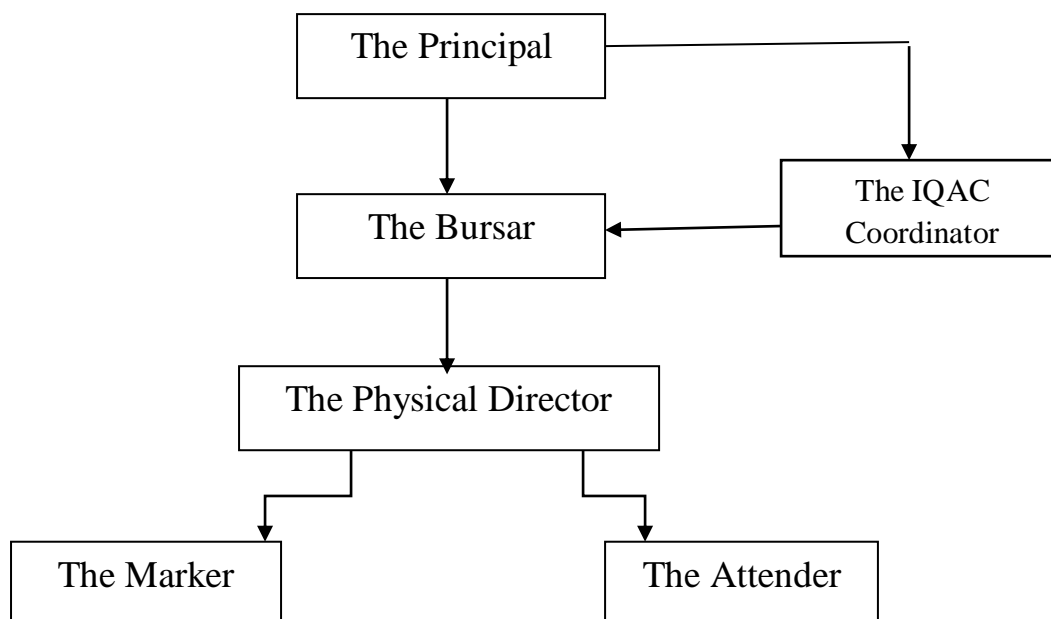


### **Sports Complex:**

The sports department is very active and encourage the students to participate in various sports in the college. Our sports ground is located at hot of the city. Sports facilities such as cricket ground , football ground , Volleyball court, basketball court, badminton court, kabadi court, hockey ground, running track, firing point, NCC ground, netted cricket Practice facilities and helipad facilities available. Due to the location of our ground many university level competition are conducted in our ground.

The Students activity centre is a facility available where indoor games such as Chess, Carom, Yoga Centre and Other. Separate grounds are available for hostel boys & girls students. Basketball court is also used as open auditorium. Open auditorium is used for outsider functions also. Ro, Rest room, Bathroom facilities are available for sport students Management support the infrastructure development and maintenance of sports facilities separately. For sports physical director educate the students. The marker of the department makes the play field ready for the students, by making the ground.

The chart of infrastructure development & maintenance of sports facilities.

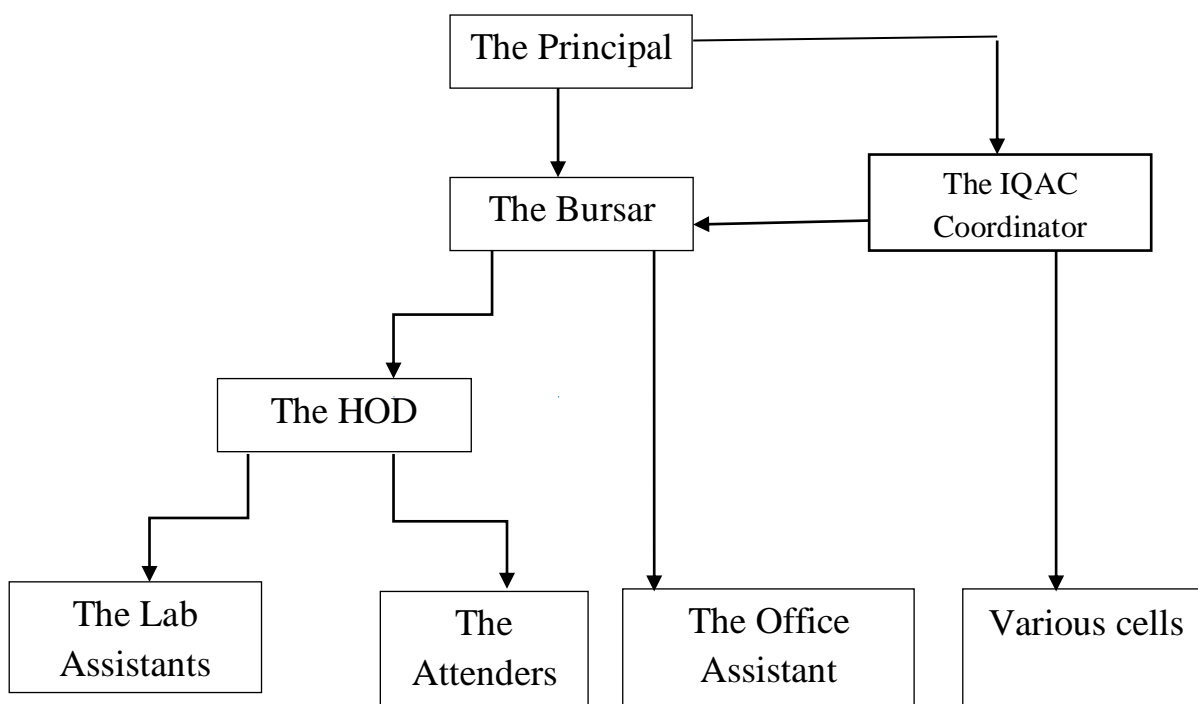


### **Computer:**

Centralized Computer laboratory established UGC funds and more funds are used to maintain computers in the college. The college has adequate number of the computers with internet connections in different locals like office, Library, IQAC room, Computer lab, Placement cell, Computer centre, research centre, Departments, etc., The Computer laboratory, computer Centre, Research centre, Placement cell and departments with internet facilities are open for the students. The department and the staff can make use of the computer with internet at their seating place in addition that majority of the staff has their own laptops and the internet through Wi-Fi. The Software for office automation and LMS is provided by Peace Soft Solution, Tirunelveli.

The Software update, ICT tool / Laptop/ OHP/ LCD Projector and internet related problems are resolved from the respective service providers.

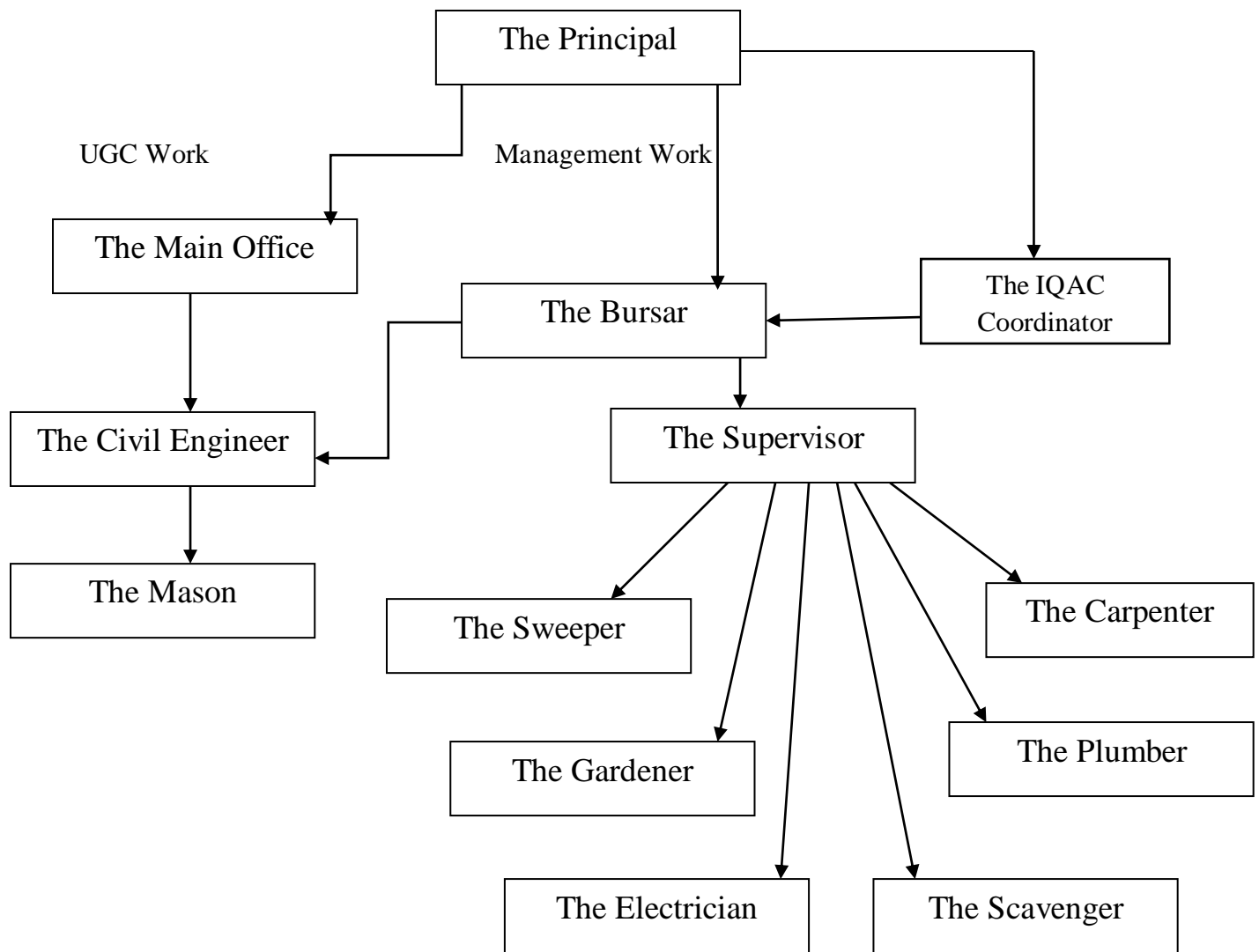
- Computer Maintenance through AMC is done regularly and non – repairable systems are disposed off.
- The ICT smart class rooms are maintained with the help of corresponding service provider. Record is maintained for better utilization and maintenance.
- College website has maintained by Peace Soft and IT team in our college. This will provides the allied service like smooth running of software package, college website, biometric, trouble shooting, internet connectivity, hardware and software .The Chart for computer purchase and maintenance.



### **Classrooms and Infrastructure:**

The infrastructure maintenance which includes civil, room cleaning, plumbing, electrical, furniture repair and other is done as and when required. Non teaching staff is employed to maintain classrooms hygiene cleanliness infrastructure on the campus so as to provide the good learning environment. Classrooms, staff rooms, seminar halls, auditorium and laboratories, etc..are cleaned and maintained regularly by Non – teaching staff like sweepers. Wash rooms and rest rooms are well maintained by scavenger. The Principal and Bursar allotted duties for non – teaching staffs. Workers are supervised by supervisor. Dustbins are placed in every room. The trees inside the campus, garden, sericulture and hostel garden are well maintained by gardens.

The class rooms, auditorium and furniture facilities are made available for government and non - governmental examination / seminar on Sundays for nominal fees. For any need of the department regarding infrastructure, they give a letter to the Principal which are resolve within a set time frame. Separate repair workshop inside the campus in which carpenter repair work and grill work are carried out. We have own electricians and they can carried out electrical works. Our plumber used to maintain plumping and repair works and maintain rainwater harvesting system. The chart of maintenance of infrastructure facilities.



### Other Maintenance Work :

- We have men from security agent and our own watchman doing the round the clock security of the college property and maintaining registrar and collecting gate pass.
- We have solid waste management system, non-biodegradable materials are separated and biodegradable solid waste are used to prepare vermi compost.
- Quality drinking water facilities available for all the student by installing megasize RO and smallest RO in all the blocks. The quality of drinking water is tested time to time and maintained regularly.
- All the water tanks are cleaned regularly & maintain records.
- Parking facility is well organized and maintained.
- The maintenance of UPS and the generators are done regularly by AMC.
- The College has various facilities like Xerox machines scanner, printers, CCTV cameras, audio system, digital cameras and video cameras. There is some fund has been paid regularly for maintaining all above facilities.
- The Principal's car has been Periodically maintained.
- The college has linkage with medical professional for emergency needs and regular medical checkups.
- The fire extinguisher are placed in every departments and refilled timely. Every year the fire and sanitary certificates, are renewed.

There is a systematic procedure for the purchase as well as the maintenance of these infrastructural facilities. The college has the maintenance committee that gives suggestion for an overall maintenance.

### List of Maintenance Committee

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Responsibilities</b>
1	Dr. S. John Kennady Vethanathan	Principal	Chairman
2	Dr. B. Jawahar Samuel	Vice Principal	Infrastructure Co-ordinator
3	Dr. P. Rajesh Ananthaselvan	Bursar	Finance Officer
4	Dr. I. Jeya Sundersingh	S. F. Co-ordinator	Administrative Co-ordinator
5	Dr. A. Arulgnanam	IQAC Co-ordinator	IT Co-ordinator
6	Dr. R. JeyaSundararaj	Dean of Arts	Classroom Maintenance
7	Dr. (Mrs.) G. S. Grace Prema	Dean of Science	Lab Co-ordinator
8	Mr. R. Heiz Dawson	Warden	Hostel & Guest house Maintenance
9	Dr. A. Joshua Kirubaharan	Librarian	Library Co-ordinator
10	Dr. C. RajasinghHariston	Physical Director	Sports Maintenance
11	Dr. A. PaulduraiSamraj	Nature Club Co-ordinator	Supervising Eco-friendly Co-ordinator
12	Mrs. A. KanagaJeya	Office Superintendent	Office Software Co-ordinator
13	Mr. Praveen Kumar	Supervisor	Repair Yard