

#### **4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

##### **Procedure and Policy Details:**

College has established systems and procedures for maintaining and utilizing physical, academic and support facilities. College has regular maintenance and periodic replenishment of essential facilities. College policy is to have effective mechanism for the upkeep of the infrastructure and other facilities to have maximum utilization of the facilities in order to have effective college functioning.

##### **Systems and procedures:**

The college has maintenance committee and headed by the principal who in turn monitors the work of the teaching staff, and supportive staff at the next level. All are accountable to the principal and functions as the coordinator who efficiently organizes the workforce, maintaining duty files, containing details about their individual responsibilities, timings etc. The maintenance committee conducts periodic checks to ensure the efficiency/working condition of the infrastructure. Budget provisions are made for new facilities, repairs and maintenance etc. Institutional budget by college office is made available every year. Stakeholders' suggestions are also considered. Office interprets and analyses the requirement on the basis of necessity, urgency, available funds and budget is given to each item. Depending on availability of funds, requirements are fulfilled by maintenance committee under the guidance of Principal. The faculty of the college takes a periodical review of repairs and maintenance requirements of their respective areas. Adequate staffs are employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. The physical facilities i.e. classrooms, staffroom, seminar hall, fitness centre, conference hall, indoor, library, laboratories, sports equipment rooms, rest rooms, parking facility, indoor and outdoor sports complexes etc. are cleaned and maintained regularly by assigned supportive staff under the supervision of office superintendent. The green cover of the campus is well maintained by a full time gardener. Housekeeping services are regularly executed and monitored. Periodic reporting on requirements of repairs and maintenance are submitted by the teaching, supportive staff to the administrative office. The requirements are collectively processed immediately and also during the semester and summer vacations so as to keep things ready for the new semester. maximum working condition of all properties and equipments on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of air conditioners, laboratory equipments, water purifiers and sports training gadgets etc. Regular Maintenance of civil, electrical, plumbing and carpentry works such as masonry and plaster works, painting, servicing the furniture's, pest control of library books and records are adequately monitored and maintained by the maintenance section. Staff in charge of laboratories maintains all the documents and registers for the

available equipments. Laboratory rules and regulations are prepared and displayed for students. Proper inspection is done and verification of stock takes place at the end of every year. Maintenance sections of the college maintain the college computers, accessories and IT facilities.

### College Maintenance Committee

Sl.No	Name of the Staff	Designation	Responsibility
1	Dr. S. Bevinson Perinbaraj	Principal	Chairman
2	Dr. R.Thanalakshmi	Faculty	Badminton and Ball badminton Courts& Sports Psychology and Sociology
3	Mr. S. Ganesh	Faculty	Cricket ,Tennis and Fitness center
4	Dr. J. Viswanathan	Faculty	Basketball Court& Exercise Physiology Lab In-Charge
5	Mr. A. Nelson Durai	Faculty	Volleyball and Throw ball Courts, Indoor & Computer Lab In Charge
6	Mr. P. Selvakumar	Faculty	Football Field& Anatomy Physiology Lab
7	Mr. V. Santhanasekar	Faculty	Hand ball Court & Sports Equipment
8	Ms. S. Kanimozhi	Faculty	400mts track& Kho-Kho
9	Mr. R. Sanjay Gandhi	Faculty	Hockey Field & Test and Measurement Lab in - Charge
10	Mr. M. Kalidasan	Faculty	400mts Track,
11	Mr. S. Bala Sankar	Faculty	Kabaddi Courts& Educational Technology Lab
12	Mr. I. Babu Selvakumar	Faculty	Sports Medicine Lab In- Charge
13	Mrs. A. Lingeswari	Librarian	Library In Charge
14	Mr. M. Muthuramalingam	Office Superintendent I/C	Infrastructures
15	Mr. P. Selvan	office Staff	Hostel Clerk
16	Mrs. P. Vasikala	office Staff	Account Assistant
17	Mr. M. Tamilselvan	office Staff	Record Cleark
18	Mr. L. Arumuga Nainar	office Staff	Library In Charge
19	Mr. K. Dharmasithar	office Staff	office Assistant
20	Mr. T. Ravichandran	office Staff	office Assistant
21	Mr. S. Rajalingam	office Staff	Electrician
22	Mr. S. Sivakumar	office Staff	groundsman
23	Mr. G. Dinesh	office Staff	office Assistant
24	Ms. M. Renuka	office Staff	Junior Assistant