

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

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

S.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	Dr.Pon.Solai Pandian	Faculty	Kabaddi Courts & IQAC Lab
4	Dr.M.Uma Kamalawathil	Faculty	Table Tennis , and Kho-Kho& Computer Lab In-Charge
5	Mr.S.Ganesh	Faculty	Cricket & Tennis
6	Dr.J.Viswanathan	Faculty	Basketball Court& Exercise Physiology Lab In-Charge
7	Mr.A.Nelson Durai	Faculty	Volleyball and Throw ball Courts, Indoor & Educational Technoledge Lan In-Charge
8	Mr.P.Selvakumar	Faculty	Football Field& Anatomy Physiology Lab
9	Mr.V.Santhanasekar	Faculty	Hand ball Court & Sports Equipment
10	Ms.S.Kanimozhi	Faculty	400mts track
11	Mr.R.Sanjai Gandhi	Faculty	Hockey Field & Test and Measurement Lab in - Charge
12	Mr.M.kalidasan	Faculty	400mts Track
13	Dr.I.Babu Selvakumar	Sports Physiotherapist	Sports Medicine Lab In- Charge
14	Mrs.A.Lingeswari Mr.Nainar	Librarian Assistant Librarian	Library In - Charge
15	Mr.M.Muthuramalingam	Office Superintent	Infrastructures
16	Mr.S.Sivakumar	Grounds Man	Play Fields and Gardens
17.	Mr.S.Ganesh	Controller of Examinations	Exam Cell In -Charge
18	Mr.S.Ganesh	Faculty	Fitness Centre