

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 maximum utilization of the facilities for effective college functioning.

Systems and procedures:

The college has maintenance committee 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 and 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 etc. 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 the concerned areas. Adequate staff 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 full time gardeners. Housekeeping services are regularly executed and monitored. Periodic reporting on requirements of repairs and maintenance are submitted by the teaching and non – teaching 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 next 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 etc. Regular Maintenance of civil, electrical, plumbing and carpentry works such as masonry and plaster works, painting, servicing the furnitures, 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. P. Samraj	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	Dr. A. Nelson Durai	Faculty	Volleyball and Throw ball Courts, Indoor & Computer Lab In Charge
6	Dr. P. Selvakumar	Faculty	Football Field& Anatomy Physiology Lab
7	Mr. V. Santhanasekar	Faculty	Hand ball Court & Sports Equipment
8	Mr. R. Siva	Faculty	400mts track, Hockey Field & Test and Measurement Lab In Charge
9	Dr. D. Abraham Samson	Faculty	Netball Courts, Kabaddi Courts & Sports Medicine Lab In- Charge
10	Dr. M. Kuppan	Faculty	Kho- Kho Court In- charge
	Mrs. A. Lingeswari	Librarian	Library In Charge
11	Mr. M. Muthuramalingam	Office Superintendent I/C	Infrastructures
12	Mr. P. Selvan	office Staff	Hostel Clerk
13	Mrs. P. Vasikala	office Staff	Account Assistant
14	Ms. M.Renuka	office Staff	Junior Assistant
15	Ms. M. Shalu	office Staff	Junior Assistant
16	Mr. L. Arumuga Nainar	office Staff	Library In Charge
17	Mr. T. Ravichandran	office Staff	office Assistant
18	Mr. S. Rajalingam	office Staff	Electrician
19	Mr. S. Sivakumar	office Staff	Grounds man
20	Mr. G. Dinesh	office Staff	office Assistant