

4.4.2 Procedure and Policies for maintaining and utilizing physical, academic and support facilities available in the institution - laboratory, library, sports complex, computers, classrooms etc

The institution provides for adequate availability of physical infrastructure for conduct of Academic, Sports and other Co-curricular activities. There is a systematic procedure for the purchase as well as maintenance of infrastructural facilities including all sorts of equipments. First the proposal is submitted and then it's evaluation is done by the college office. It must get the approval by the principal and then quotations are invited. After the approval of the management the required item is purchased and entered in the stock register. At the end of every academic year stock verification is done by the staff members assigned by the principal.

HOD's of the concerned departments and Lab in-charges look after the maintenance of their respective lab equipments and other facilities.

Stock register and maintenance account is maintained by lab technicians and supervised by HOD's of the concerned departments. The non-teaching staffs are also trained in maintenance of lab materials and equipments.

Librarian and supporting staff in the central library regularly monitor the condition of the library stock; maintain rare books, collection, issue and maintenance of the books. Library cards are issued to the students. Department library in some departments is maintained by the supporting staff of the concerned departments.

Librarian is responsible to collect the required list of books based on updated syllabus from the concerned department HOD's at the beginning of every academic year. The finalized list of required books is duly approved and signed by the Principal and librarian monitors all the purchase.

To ensure return of books, 'no dues' from the library is mandatory for students before appearing their exam. The proper account of visitors (students and staff) on daily basis is maintained. The Library rules for the students are available in a Student Hand Book (2018-2019, Pages 57-59).

The Physical Education, Health Education and Sports department and Director of Physical Education is very active and encourages students to participate in various sports activities, along with training and coordinating various sports in the college.

Outdoor game facilities for Football, Volleyball, Basketball, Cricket, Tennis, Kho-Kho, Hand Ball, Hockey and indoor facilities Basket Ball, Batminton court and Table Tennis board are available for students. Multipurpose Indoor stadium is available. Sixteen station multigynasium is to maintain physical fitness.

Department of youth welfare encourages students in cultural activities. The equipments available for *Parrai, thavil, Kumbam, Kavadi, Salangai, Kiluku, Murasu, Singi, Kolattam sticks, Drum, Western Costumes, Folk dance, Mime Costumes, Oyil Clothes, Audio system* and two ladders are used by students with special interest.

The equipments like air conditioners, UPS, generators, water motors, pumps, water purifiers and water coolers are also taken care of either by AMC or time to time inspection. Day to day maintenance ensured by the supporting staff.

Fire extinguishers, CCTV cameras, LCD projectors have been installed at identified locations. The college website has maintained regularly by E-thoughtz, Chennai.

Adequate in - house staff is employed to meticulously maintain hygiene and cleanliness on the campus so as to provide a congenial learning environment.

The eco friendly campus is well maintained by eco-club students and a gardener.

There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.

College regulations are available in Student Hand Book (2018 – 2019, Pages 26-32).