

#### **4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classroom setc.(maximum 500 words)**

The College has a well-established system and procedures for the usage and maintenance of Infrastructure. Department has well ventilated classrooms and smart rooms to facilitate effective teaching and learning.

The labs are regularly upgraded as required by the syllabus and curriculum. Annual stock Checking is conducted and the orders are placed for the repair, upgradation of the Computer Lab. Timetable is prepared by the respective departments and students are instructed to strictly follow the guidelines given by the instructor. Validation and standardization of the systems are done before the commencement of lab hours and Practical Examinations.

The College has a Browsing Centre for the use of Students and Staff members. The students and staff can use the Browsing centre after making an entry in the register. Students are encouraged to use the Browsing centre to upgrade their subject knowledge as well as to stay in touch with the changes taking place around them.

The Library is fully automated with KOHA. The College Library is open from 8:30 a.m. to 5:30 p.m. The Library has an array of Books , Journals and Magazines fulfilling the needs of various departments. Students and staff can access the digital resources like N-list, Sage online access and e-books also. The Library has OPAC which makes the search for the books easier. Institutional memberships with Madras Management Association, ICT Academy, Computer Society of India and Indian society for Training and Development are renewed regularly. At the end of every semester, the Library Advisory Committee discusses the growing needs of

the students and gives recommendation to the Management regarding adding up of new books and journals for the next academic year.

The Heads of various departments submit their request regarding repairs and new requirements which are collectively processed at the end of the semester, while emergency requirements are attended to immediately.

The Auditorium of the College with LCD and good sound system facilitate the conduct many seminars , conferences and indoor sports activities and culturals in a smooth fashion.

Special coaches are appointed for training the students in sports like Volleyball, Throw ball and Badminton . Students wear Jersey during practice every day and strict discipline is maintained in the playground. Students are encouraged to play indoor games like chess, carom and table tennis also.

The college has an in-house electrician and plumber to maintain the air conditioners, CCTV and water purifiers. The housekeeping staff maintain the classrooms and overall campus clean and tidy. The green cover of the campus is maintained well with the joint efforts of teaching, non- teaching staff and students.

The College has an in house canteen that provides delicious and hygienic food to the students and faculty members at a very nominal cost. Hygiene and sanitization are continuously monitored by the Canteen Committee.

Other facilities like transportation, purified drinking water, clean and hygienic restrooms, disable friendly toilet, Health Centre, well laid Vehicle Parking area are also provided to the students.