

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, provide link)

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 as to have optimum utilization of the facilities in order to have effective college functioning.

Systems and procedures for maintenance and utilization:

The college has maintenance committee that oversees the maintenance of physical, academic and support facilities i.e. buildings, laboratories, library, sports complex, computers, and classrooms etc. The maintenance committee is headed by the principal who in turn monitors the work of the teaching staff, administrative 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 as well as old facilities, repairs and maintenance. Institutional budget by office and library 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 establishment committee under guidance of Principal. The faculty of the college takes a periodical review of repairs and maintenance requirements of their respective 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 shuttle cum gymnasium hall, indoor tennis, indoor table tennis hall, 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. Dustbins are placed in prominent places of the college campus. The green cover of the campus is well maintained by a full time gardener. The campus maintenance is monitored through surveillance cameras. Housekeeping services are regularly executed and monitored. Periodic reporting on requirements of repairs and maintenance are submitted by the teaching, administrative, supportive staff to the administrative office. The requirements are collectively processed immediately and also during the semester vacation so as to keep things ready for the new semester. Optimum 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 of the central management of the institution. 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. The college has digital library, computer cum english language laboratory and digital classrooms with adequate number of computers with IT facilities. Software and hardware section of the central management of the institution maintain the efficiency of the college computers and accessories.

College Maintenance Committee

S. No	Name of staff	Designation	Responsibility
1.	Dr. Ch VST Saikumar	Principal	Chairman
2.	Dr. T. Jayabal	Faculty	Kabaddi complex, Fitness centre, Weightlifting and powerlifting hall
3.	Dr. E. Amudhan	Faculty	400 meters track, volleyball complex
4.	Dr.V.Saminathan	Faculty	Hockey field
5.	Dr. M. Srinivasan	Faculty	Tennis indoor & Ball badminton courts
6.	Dr.T.Thanagamani	Faculty	Football field
7.	Dr. A. Neethiraja	Faculty	Basketball courts & Handball courts
8.	Mr. V. Mohanraj	Office Superint	Infrastructures
9.	Dr. A. Needhiraja	Faculty	Anatomy & Exercise Physiology Lab In-charge
10.	Dr. M. Srinivasan	Faculty	Biomechanics Lab In-charge
11.	Dr. A. Sathiyamoorthi	Faculty	Sports Medicine and Physiotherapy Lab In-charge
12.	T. Thangamani	Faculty	Sports Psychology Lab In-charge
13.	Dr. S.Sivasankar	Faculty	Adapted Physical Education Lab In-charge
14.	Dr. T. Jayabal	Faculty	Language & Computer Lab In-charge
15.	Dr.V.Saminathan Mr. S. Sundaram Mr. Ranjithkumar	Controller of Examinations	Exam Cell In-charge
16.	Sri. S. Elango & Sri. A. Velayutham	Librarian Assistant Librarian	Library In-charge
17.	N. Palanisamy K. Selvaraj R. Ranjendran R. Chandran	Grounds man	Play fields and Gardens
18.	P. Murugan	Scavenger	Rest rooms