

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

### **Department of Chemistry**

All the chemistry experiments are designed by University of Madras and carried out to minimize hazardous chemical exposure. Source reduction, engineering controls, and protective equipment are the three primary means of controlling exposure of chemicals. The following are the examples of source reduction and engineering control techniques.

1. The least hazardous chemicals are used.
2. Designed experiments are used for the minimum amount of hazardous chemical required.
3. Minimizing the surface area of open containers (e.g. use of flask vs. beaker).
4. The equipment and glassware only for their designed purposes is used.
5. Damaged equipment or glassware is never used.

Record of maintenance account was maintained by lab store keeper and supervised by HOD, department of chemistry.

The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises. The college progress fund was utilized for the purchasing the chemicals, glassware's, gas cylinders, distilled water and instruments.

### **Department of Advanced Zoology & Bio-technology**

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.

Laboratory – Record of maintenance account was maintained by laboratory Assistants and supervised by Head of the Department.

Other measures to maintain laboratories are as follows:

- The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises.  
At the departmental level lab requirements were submitted to the principal regarding lab furniture and others.  
The college development fund was utilized for maintenance of lab equipments and minor repair of furniture and other electrical equipments.

- With the help of one fulltime sweeper cleanliness of the laboratory were maintained.
- Student were sensitized regarding cleanliness and motivated for bio-conservation.
- Technicians, plumbers, carpenters were deputed by the Management who ensure the maintenance of classrooms and related infrastructure.

### **Department of Botany (Allied)**

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for the purpose and using the grants received by the college as per the requirements in the interest of students.

Laboratory record of maintenance account was maintained by lab technicians and supervised by HOD of Botany Department. Other measures to maintain laboratory as follows:

The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related enterprises. At the departmental level, their requirements were submitted to the Principal regarding classroom furniture and others. The college development fund was utilized for maintenance and minor repair of furniture and other equipments with the help of one full time sweeper cleanliness of the classrooms were maintained. Students were sensitized regarding cleanliness and motivated for energy conservation by care usage of electricity in classrooms.

Technicians, plumbers, carpenters were deputed by the management who ensure the maintenance of classrooms and related infrastructure.

### **Department of Physics (Allied)**

Record of stock maintenance account was maintained by the lab technicians and supervised by HOD of Physics (Allied) Department.

Repairing, maintenance of Physics Lab are as follows:

The calibration, repairing and maintenance of sensitive lab equipments are done by the technicians of Shirdi Sai Ram Needs, and Madipakkam, Chennai. At the allied physics department level, the lab requirements were submitted to the Principal regarding lab furniture and others.

The college development fund was utilized for maintenance and minor repair of electrical equipments. With the help of sweeper, cleanliness of the laboratory was maintained. Technicians, Plumbers, Carpenters were deputed by the management who ensure the maintenance of laboratory and related infrastructure.

### **Department of Physics**

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees

constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

Laboratory – Record of maintenance account was maintained by lab technicians and supervised by HOD of physics department.

Other measures to maintain laboratories are as follows:

- The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises.

At the departmental level, the lab requirements were submitted to the principal regarding classroom furniture and others.

The college development fund was utilized for maintenance and minor repair of furniture and other electrical equipments.

- With the help of one full time sweeper, cleanliness of the class rooms was maintained.
- Students were sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in class rooms.
- Technicians, plumbers, carpenters, were deputed by the management who ensure the maintenance of classrooms and related infrastructure.

## **Department of Computer Science**

The application of computers in the modern world is unlimited. Computers are extensively used in research and development, besides their routine use in commerce. As the use of computers is manifold, the demand for trained professionals is also increasing.

Openings for computer trained graduates are too many and fast expanding. In order to meet the above, the department has separate laboratory facilities for UG Course with the latest requirements and a well connected local area network as a back bone. In order to upgrade the students' knowledge with the changing environment, a separate online internet accessing facility is provided. To achieve individual attention, each student will be provided during the practical hours at a basis of one man-one machine.

The College ensures optimal allocation and utilization of the lab facilities by the management properly and systematically.

Lab Facilities:

- WI-FI Facility

- Our Lab is equipped with P-IV LG & BENQ Systems with all facilities and networked perfectly
- Specialized Kits available for Digital and Microprocessor Lab
- Internet Facilities for both Staff and Students available
- Practical classes are taught through LCD Projectors
- Conducting Seminars and Workshops to equip students knowledge
- Campus Interviews are conducted annually

#### Software Details:

- Microsoft License for Operating System and MS-Office
- Java,C,C++,VB
- Visual Studio
- SPSS
- TALLY

#### **Records:**

Maintaining Records for STOCKHOLDING, ACCOUNTS, MAINTENANCE, and STUDENT LOG IN maintaining by Assistants and supervised by Head of the Department

#### **Other measures to maintain lab as follows:**

- Repairing, purchasing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises.
- At the departmental level lab requirements were submitted to the principal regarding lab furniture and others
- With the help of one sweeper cleanliness of the lab was maintained.
- Students are advised to use the system properly.
- System admin and electrician were deputed by the management who ensures the maintenance of the lab.

## Library

Library is open from 9 a.m. to 6 p.m. on all working days. Librarian is available from 9 a.m. onwards, to take care of the requirements of the library users. In the year 2018- 2019, about 300 books were purchased for both Shift I & II students. On an average 100 students visit the library everyday & in a year about 400 books are issued to both teachers and students. The library is only semi digitalized. There is a library committee. The library assistant helps in opening the reading section of the library, in the absence of the librarian. They are trained to switch on the UPS and computers in the library.

**Maintenance:** Librarian sees to the weeding of unwanted books, binding of journals etc.

**Computer Utilization:** The computers are used mostly outside the class hours. It is mostly used for accessing the N list journals subscribed by the college. Students can access the internet from the library. The student representatives of the library committee arrange the availability of the same.

**Maintenance:** Lab technician looks into the maintenance of the computers

## Sports

The college has several sports team. They are, Cricket, Football, Hockey, Basket, Ball Volley, BallHand, BallThrow Ball, Kho-Kho, Kabaddi, Table Tennis, Chess, Badminton, Ball Badminton, Athletics.

These teams are responsible for maintaining their respective sports goods that are provided at the beginning of the academic year. The purchase of these sports goods are entered in the Issue Register. The play ground is maintained by the college from the rent received through letting out the ground for outside players during Sundays.

Sports facilities are under the control of the Principal & Physical Directress of the college. Every sports activity is carried out in accordance with the instructions of the principal. Besides sports students, other students of the college are also free to use the various playgrounds & equipments with the permission of the PD. Sports materials like table tennis rackets & balls, shuttle, rings etc. are under the supervision of the PD. Students are free to use the gymnasium during intervals and after the class hours.

**Maintenance:** Maintenance of the sports facilities are taken care by the college administration.