

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 design by the University of Madras and are carried out to minimize the hazardous chemical exposure. Source reduction, engineering controls and protective equipment are the three primary means of controlling exposure of chemicals. Following are the examples of source reduction and engineering control techniques:

1. Least hazardous chemicals being used
2. Designed experiments are used , to ensure minimum requirement of the hazardous chemical.
3. Only very diluted solutions are used.
4. Minimizing the surface area of open containers like use of flask instead of a beaker.
5. Equipment and glassware are used only for their designed purposes.
6. Damaged equipment or glassware is never used.

A Record for the maintenance account was maintained by the lab store keeper and was supervised by the head of the department.

The calibration , repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises. The college progress fund was utilized for purchasing the chemicals, glassware, gas cylinders , distilled water and instruments. Two potentiometers purchased for conducting physical chemistry practicals.

Department of Advanced Zoology & Bio-technology

The department of Advanced Zoology and Biotechnology was approved with sufficient financial support by the college for the maintenance and upkeep of facilities as per the requirements of the students. Regular meetings conducted by the various committees constituted for this purpose ensures the optimal allocation of the grants received by the college and proper utilization of available resources by the department.

Laboratory Maintenance:

Separate records of the account of laboratory Equipment, Chemicals and Specimens were maintained by the laboratory Assistants and regularly supervised by the Head of the Department.

Other measures of the Laboratory Maintenance:

- Maintenance of the sophisticated laboratory equipment are done by the technicians of the supplying enterprises.
- Microscopes are cleaned, repaired and maintained annually using available financial resources.
- The college development fund was utilized for the maintenance and for the minor repairs of laboratory equipment, furniture and electrical works as well.
- At the departmental level, lab requirements were submitted to the Principal regarding lab furniture, electrical and plumbing works and others.
- Cleanliness of the laboratory were maintained with the help of a fulltime sweeper allotted to the department.

- Students were motivated and educated for self-safety, cleanliness and Bio-conservation.
- The maintenance of the infrastructure of the class-rooms and the Laboratory were ensured by the electricians, carpenters and plumbers deputed by the management.

Department of Botany (Allied)

The institution allotted relevant financial assistance for the purchase of microscopes, specimens and library books for the benefit of students. With the man power given by the management and college authorities, we were able to maintain the equipment and other infrastructure available in the laboratory clean and in pristine working conditions. The department level committee submitted requirements to the Principal for the regular conduct of practical classes. The furniture requirements are also fulfilled as per the list given by the heads of the departments. The supporting skilled manpower provided by the management, all the classrooms and laboratory is well maintained.

Department of Physics (Allied)

All the physics practical experiments are designed by the University of Madras.

Record of maintenance was maintained by the lab technician and supervised by the HOD of the department of physics.

With the help of one full-time sweeper cleanliness of the classroom was maintained.

Repair and maintenance of sophisticated lab equipment are done by the technician of Related owner Enterprises.

Technicians, plumbers, carpenters were deputed by the management to maintain the infrastructure of classroom and Laboratory.

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
- 12 systems were upgraded with I 5 version
- 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

The library is functioning from 9 am to 6 pm every working days. The librarian and assistant librarian take care of the its users. During the academic year 2019 -2020 about 303 new books were purchased by the respective departments both shift I & shift II. On an average, more than 100 students and staff using the library every day and above 500 books were issued to the students and staff members. Physical stock verification will be carried out by the respective departments as per the instructions given by the auditing authority of government E-resources center available in our library. Every day one department is allowed to use e resources center during the library hour where students have access to E-Resources, journals along with magazines and newspapers, subject and general knowledge books. The librarian and assistant librarian guide and instruct the students to N-List access and its details and the importance of N-List. In our library, rare collection of books is available and it is used for academic purposes by the students and also by the research scholars of our college.

Sports

Our aim is to promote sports and foster participatory spirit, college authorities organize and conduct various sporting events every Year. Our college has always been in the forefront when it comes to sports. Thanks to the management for their encouragement and assistance to the students who excel in sports. In order to encourage and improve sports our management offers full fee waiver at the time of admission for students who excel in sports under sports quota.

Our students make the best use of the opportunities and have given impressive results and performances in various sports. Sports is not just about the fun but it also helps us to learn valuable life lessons from it. It forms the foundation over which a successful life can be built.

Through inter zonal level events, players are selected to represent Madras university at the inter university level games each year. We have participated at the inter university level representing Madras university. Sports day For the 50th golden jubilee year was organized with Padmashri V.Baskaran , Arjuna awardee, as the chief guest. We have a functional gym, for which the equipment was bought using the UGC grants. We also have a football and cricket ground built using the UGC funds.

