

Madurai Sivakasi Nadars Pioneer Meenakshi Women's College
(Accredited with 'B' Grade by NAAC)
Affiliated to Alagappa University, Karaikudi
Poovanthi

**Procedures and policies for
maintaining and utilizing physical,
academic and support facilities**

Procedures and policies for maintaining and utilizing physical, academic and support facilities

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)

The institution owns and operates an extensive infrastructure that facilitates the effective teaching and learning activities. The institution has an established system for the utilisation and maintenance of the computers, classrooms, equipments and laboratories. The infrastructure of the institution caters to the growing needs of the students and the faculty members.

Towards growth of the campus infrastructure facilities, it is imperative to develop the infrastructure. It is not only important to build new infrastructure but also essential to maintain, renovate and augment the existing ones. The need for infrastructural facilities are assessed by various parameters such as introduction of new course, changed curriculum demand, diversification of courses, need for introducing the technological innovations, and annual stock checking. The annual stock checking is performed for lab equipments, library books, furniture, fixtures, sports items, and all assets by the designated faculty team and the consolidated report is submitted to the administration for necessary actions if needed.

The requirements regarding the class rooms, class room's furniture & fixtures, laboratories and other infrastructure resources are obtained from the HODs well before the academic year. The day to day maintenance is discussed in the council meeting. The lists of books based on the syllabi are obtained from the departments. HODs orders are placed to update the library. Funds for library are allotted based on the need.

The institution has an Administrative Officer and a qualified civil engineer to take care of the constructions work and maintaining the existing one. A permanent electrician is there to take care of all the electrical works and its maintenance. He is in charge of all the plumbing maintenance. Daily running repairs (emergency maintenance) like replacing light bulbs, fans, repairing water leakages, taps, valves, repairing locks, door handles, and other minor repairs that impose day to day maintenance are taken care of by the electrician. A housekeeping team regularly maintains the buildings, corridor, washrooms and other places clean and tidy.

During semester holidays, a team of teachers assisted by the office staff will take a list of furniture and fixtures to be repaired and their recommendation is forwarded by the Principal to the Management. The Management sees it to be completed before the reopening.

A qualified lab administrator in the name of System Manager is taking care of the systems, intranet and internet connections. He oversees the procurement, maintenance, repairs, replacement of equipments like computers, projector and all others in the domain area of information technology across the institution.

The sports equipments, fitness equipments, ground and various courts are supervised and maintained by the Physical Directress.