

Madurai Sivakasi Nadars Pioneer Meenakshi Women's College
(Accredited with 'B' Grade by NAAC)
Affiliated to Alagappa University, Karaikudi
Poovanthi-630611

**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)

Infrastructure is a key base for learning. Infrastructure include classrooms, computers laboratories and laboratories for the Physics practical, the seminar halls and open fields for games, games equipments, library, sanitation facilities and others. Infrastructures also include transportation systems, communication networks, sewage, water, and electric systems. Our institution is having an extensive infrastructure that facilitates the teaching and learning process. The management is keen on developing the infrastructures to meet the exigency assessed by various parameters such as introduction of new courses, change in curriculum, and need for introducing the technological innovations and the systematic 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. The stock checking team also will take a list of furniture and fixtures to be repaired and their recommendation is forwarded by the Principal to the Management. The Management fulfil the requirements immediately. The lists of books are obtained from the faculty based on the syllabi and orders are placed to upgrade the library. Funds for library are allotted based on the need. A system administrator is permanently available in the campus to undertake the maintenance of computers, printers, scanners and accessories and to maintain the network connections. UPS and Generators, which are installed to ensure the uninterrupted power supply to college and hostel, Air Conditioner, and the Electrical and Electronic equipment, are checked regularly and inhouse servicing of the lab instruments is done regularly. 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 maintaining the RO plant, 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. Major repairs are outsourced. The sports equipment, fitness equipment, ground and various courts are supervised and maintained by the Physical Directress. Fire safety instruments are installed at the needed locations and checked regularly. A sick room with a trained staff nurse is available during the college hours. Keeping in mind the safety requirements, the institution has a well-established system

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of CC Cameras across the campus. Support staffs are rigorously engaged as per systematic schedule, for the maintenance of the gardens, landscaping, class rooms, labs, corridor, washrooms and other places clean and tidy. For ensuring cleanliness of the campus, this house keeping supportive staff members are supervised by an administrative officer, thus an eco-friendly clean campus is ensured.