

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)

Laboratory: Stock Register is maintained in all departments to record the stock level regularly. Internal audit is done by the Principal with senior faculty members to perform the stock verification. The external audit is conducted by the external auditor. Laboratories are maintained in good condition by lab assistant.

Library: The library stocks are classified into Science, Humanities, Computers, Reference, and Competitive Examinations. An extensive internal stock verification is done regularly. The attendance of library users is entered using the e-gate entry facility. Book availability can be verified with the OPAC facility. The Library committee with the Principal, four staff members, and two students is convened once in a year and to offer suggestions. Digital library is available for users to download e-books and e-journals using INFLIBNET database. Students should not carry any book or printed material into the library. Books should be handled with care, damaged Books must be brought to the knowledge of Librarian. Reference books and periodicals should only be used with in the library premises. Library users should not write, damage, or make any mark on any books, periodicals or maps belonging to the library.

Sports Complex: A systematic procedure is adopted for the purchase and maintenance of sports equipments. Physical Education directs to educate and motivate the students to participate in sports activities in the college. Both indoor and outdoor stadium is used for regular practise. Physical stock verification and equipment maintenance are done regularly. A sports hostel, funded by the UGC, is available separately for sport students. The indoor sports auditorium are provided for conduction of Tournaments of Madurai Kamaraj University, Inter-Collegiate Tournaments and District, State, National level Tournaments. Indoor Stadium Cum Auditorium and Outdoor Courts are well maintained.

Computer: All computers and air conditioners in the labs are serviced by trained technicians from companies under AMC or Per Call Service mode. Only high rated computers are procured for labs (LENOVO, HCL, HP, etc.) with adequate power backup facilities (UPS, Generator). Students gain their knowledge in computers with a schedule of hands on training during their practical sessions. Computer Networks both LAN and WAN, are maintained with the Leased line of 200 MBPS speed. Fire extinguishers are installed and maintained in all laboratories. Students are motivated to pursue courses in NPTEL, SWAYAM, and other online educational platforms.

Classrooms: The Infrastructure Committee of the college undertakes the repairs and maintenance of the building inside the campus. Every academic block is provided with supplementary units like UPS and generator.

The other infrastructure facilities made available are Bank, Parking slot, Ro Water, Buses, open air theatre, Canteen and Store.