

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

**Laboratory:** Excluding Tamil and History program curricula, other curricula of various programs do have a practical course and hence laboratory classes are inevitable. Mathematics, commerce and business administration do not possess a department laboratory facility and hence utilize the computer science laboratory to conduct computer related practical courses. A consensus time table is prepared accordingly and followed. The departments with practical courses and with exclusive laboratory maintain and utilize their respective laboratory by procuring essential articles/ items for each practical course using state/ central government provided funds. Sometimes, the procurement of certain major instruments / machines is finalized by the College Council itself ensuring effective and efficient utilization of the available funds.

At first, the total funds received from state Government under various heads are distributed based on the assessment of the needs of individual departments during the College Council meeting. Similarly, to ensure the judicious utilization of funds, the guidelines as under set out by the state government are adopted while purchasing of recurring / non-recurring items by each of the department:

1. Indent for the academic year is prepared stating all the items required (Purchase & Maintenance); stores & equipment's; Books; contingency etc., & the same is scrutinized and approved by the Principal. (respective HODs receive a list of practical course requirements from staff before preparing the indent).
2. A minimum of *three* quotations [whenever the proposed expense is more than Rs.400/-] is taken from approved companies for the items that are intended to be the procured so as to determine efficient pricing of materials.
3. A comparative statement of quotations is prepared; accordingly order list is prepared and placed.

After the receipt of the articles from the companies, the materials are checked and the details of all the materials / articles are entered in specified note books and a stock is maintained.

**Public Works Department (PWD):** The PWD is vested with the overall physical maintenance of the institution. Any re-pair / maintenance of laboratory buildings (including sports facilities, staff room and students' class rooms) and its water supplies are taken care by the PWD.

Every year, a stock of requirements is submitted to the PWD by the principal informing the laboratories requiring maintenance work and the same is undertaken by the PWD appropriately. Under the chairmanship of the chief executive engineer & assistant executive engineer along with a team of representative staff members of the college, the amount allotted by the government to the college is appropriately utilized for maintaining the physical facilities of the institution. Similarly, maintenance/ re- pair of any required electricity facilities of laboratories, staff rooms, students' class rooms etc.

A need for extra classes is managed through shift systems where students pursuing their programs (Tamil, English & Commerce) in shift II would attend the classes in the afternoon as shift I students would vacate the class room in advance.