

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)

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

Laboratory: Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments. Maintenance of laboratories is as follows:- The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

Library: - The Library has separate section for magazine and journals. The Library is now using token card system for library housekeeping function. The library has digital library 10 computers with BSNL broadband internet connectivity. The finalized list of required books is duly approved and signed by the Principal. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are checked out / resolved by the library committee. We collect the feedbacks about the library service and sources periodically.

Sports: - Regarding the maintenance of sports equipment the college sports in charge is deputed.

Computers: - Computer laboratory established to enrich the students. Software is used for maintaining faculty and students details. Each Department having appropriate computer for their requirements. Open access journals facilities are available.

Classrooms: - The College has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other. Administrative officers will take in charge for student's academic requirements.

Additionally:- There is a lab instructor in every department, who maintains the stock register by physically verifying the items round the year. Department wise annual stock verification is done by concerned Head of the Department. Regular maintenance of Computer Laboratory equipment's is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge. Regular cleaning of water tanks and proper garbage disposal is done by Institute concern Employees. College campus maintenance is monitored through regular inspection. Updating of software's is done by lab assistants. Regular maintenance of the water cooler and water purifier is done regularly.



Coordinator



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