**Criterion IV – Infrastructure and Learning Resources (100)**

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| **4.4.2****Q1M** | ***There are established systems and procedures for maintaining and utilizing physical, academic and support facilities– laboratory, library, sports complex, computers, classrooms etc***Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a minimum of 500 word and maximum of 1000 words**File Description*** Upload any additional information
* Paste link for additional information
 | **10** |

The college has developed guidelines to maintain and to use academic, supporting, and other physical facilities. Utilizing the college's facilities and resources more effectively is made simpler by the policies.

**Maintenance and Utilization of Physical Facilities**

**The College Building:**

The college's green environment is clean and well-kept. The Campus Maintenance Committee is in charge of maintaining and making use of the actual infrastructure. The Campus Maintenance Committee receives assistance from security personnel, gardeners, electricians, and attenders. In accordance with the requirements of the day, the rest rooms on each floor are cleaned frequently. The physical infrastructure is checked on from time to time and necessary repairs are made. The procedures are established to ensure all the Classrooms, Computers/Networking Components, Instruments/Equipments and associated peripherals are in good working condition.

* The constituted Campus Maintenance Committee supervises the maintenance of all physical infrastructure in the college
* Sufficient number of housekeeping staff are available to sustain the cleanliness of classrooms, toilets and other rooms regularly
* Periodic stock verification is carried out by assigned team members
* Electrical appliances and fittings are regularly checked and replaced whenever necessary
* The calibration and servicing of equipment are done periodically

**Sports Facilities:**

The Department of Physical Education is responsible for the maintenance of the sports facilities which includes the basketball court, volleyball court, gymnasium and the indoor games kit. The Sports Director works with a Sports Assistant who, in turn assisted by attender regularly cleans the sports grounds and equipments. Qualified coaches are appointed for basketball, cricket, volleyball, softball and football for interested students. The gymnasium equipment are frequently cleaned to ensure that the students enjoy these facilities to the maximum.

**Procedure for Sports:**

The procedures to ensure the utilization of sports infrastructure

* Periodic reviews over the progression of sports activities by the sports committee.
* The college sports infrastructure is utilized for conducting various University, District and Zonal level sports meet apart from the regular sports activities.
* Sports Students utilize the sports materials/equipment are available in the Physical Education Department as per the norms.

**Maintenance and Utilization of Academic and Support Facilities**

**Laboratories:**

The equipments for laboratories are purchased with the approval of the Management and Purchase Committee. The laboratories in charges take complete responsibility of the maintenance of all labs respectively. The periodical maintenance service is provided to all the equipments. Chemicals and other equipments are purchased and maintained as per the demand.

**System Maintenance and Administration:**

The Systems Manager and Programmers are responsible for the maintenance and utilization of the Computer Laboratories. They resolve hardware and software-related issues, maintain ICT facilities, supervise the electronic equipment service, maintenance of printers, scanners, LCD projectors, audio-visual equipment, etc.. The Computer laboratories equipments are periodically serviced to ensure its efficiency.

**Classrooms:**

All the classrooms are upgraded every year including the repairing of furniture and repainting. Every classroom has a waste disposal bin that is emptied and cleaned every day. The ICT used in classrooms are regularly serviced to ensure smooth execution of teaching-learning process. Cleaning of the green boards, classroom furniture and floors are done every day.

**Electrical Work:**

Maintenance of electric infrastructure is carried out by the Electrical Department appointed by the institution. The electricians are qualified to conduct all the works essential for providing uninterrupted power supply to the entire campus.

**Library:**

The Chief Librarian is responsible for the maintenance and utilization of the Library. The Librarian is assisted by the assistant librarian and library staffs. The library has established procedures for the purpose of maintaining books, magazines, DVDs and manuscripts. Books have been purchased as per the demand of the curriculum and periodical maintenance is also carried out regularly. Books and Stock verification process is done at the end of the academic year. The unique code of the identity card validates the entry and exit of the library users. The damaged books are periodically replaced with new ones. The computers and software are updated as per the demand with proper maintenance procedure. The Library policy comprehensively covers the management of all aspects of the library. The supporting staff renders its services to the library to keep the premises clean.

**Procedure for Library:**

The procedures to ensure the utilization of Library resources

* The development of the library as per the needs of the stake holders by the Library Advisory Committee
* Bar coding system for issuing and returning of the books supplemented with library management software
* Classification of books using DDC (Dewey Decimal Classification) and its arrangement as per the classification numbers for easy accessibility

**The institution provides and maintains the following services through third-party contracts**

* A Cafeteria is available in the campus to meet all the refreshment needs of the students and faculty members every day.
* The Karur Vysya Bank ATM centre functions 24/7 for the benefit of students and employees.
* An amenity center inside the campus offers all relevant stationery products in the reasonable price.
* Kovai Medical Centre Hospital, Erode offers its services in medical care and treatment for the students and employees.