



V.O.C. COLLEGE OF EDUCATION

Re-accredited by NAAC with 'B' Grade
THOOTHUKUDI- 628 008.

INTERNAL QUALITY ASSDURANCE CELL

2020-2021

Procedures and policies for maintaining and utilizing physical, Academics and Support Facilities, Laboratory, Library, Sports, Complex, Computer and Classroom.

The College follows systematic procedure in purchasing, maintain and utilizing the equipment.

1. Laboratory

Maintenance of Laboratory

- Stock register is maintained in all the departments to enter items regularly.
- Internal stock verification is done every year by a committee constituted by the principal. Follow up action is taken on the committee's recommendations.
- White washing the labs and maintenance of material is done every year.
- Fire extinguishers are installed and maintained in all laboratories.
- Instruments and equipments are served under AMC per call scheme.

Utilization of Laboratory

- Preparing and following timetable
- Science exhibition for school students are carried out through laboratory
- Theory papers are suitably supplemented with practical

2. College Library

Maintenance of college Library

- Library functions between 9.30 am and 6 pm on all the working days.
- Library stocks are classified in the Science, Humanities, Computer, reference and Competitive Examination.
- An extensive internal stock verification is done regularly
- Assigned with a call number the books are arranged in their respective subject rack.
- Attendance of library users is entered using register
- New arrivals are displayed in the new arrival rack

- M.Ed., M.Phil., and Ph.D. theses submitted to library are kept in a separate place as reference book.
- Library committee with the principal four staff members and two students is convened once in a year and to offer suggestion.
- Infflibnet section is available
- Books and materials are properly maintained.

Utilization of Library

- Useful newspapers clippings about the college, job, award, research etc are displayed.
- Digital library with one server and 5 client computers is available for users to download e-books and e-journals using INFLIBNET databases.
- A reading room with books and periodical to prepare for NET, TET, TRB, UPSC, TNPSC and Banking is available.
- Staff and Students can borrow books using their ID card.
- Braille materials are available for the visually challenged students.
- Ours is a referral library for research scholars and students of neighbouring colleges.
- Photocopying, printouts from internet facilities are offered.
- Kennedy books are displayed in the children corner of library for school children.

3. Sports complex

Maintanance of sport complex

- A systematic procedure is adopted for the purchase and maintenance of sport infrastructure facilities.
- Physical stock verification and equipment maintenance are done .

Utilization of sport complex

- College teams are practiced well to take part in District Level and zonal Level Competitions and other intercollegiate competitions.
- Sports event competitions are conducted in the college and the winners are awarded and rewarded accordingly.
- Outdoor games such as shuttle badminton, volley ball, throe ball, cricket, Kho-kho etc., are well practiced and played by the students during the fitness period.

4. Computer

Maintenance of Computer

- All computers in the labs are serviced by trained technicians from companies.
- Only high rated computer are procured for labs (HCL,HP) with adequate power backup facilities (UPS, Generator).
- To provide computers for each student's timetable for demo and practical classes is designed in advance.
- Computer networks in the campus both LAN and WAN are maintained by Structured cabling.
- Each user is given a user ID to use the network and firewall security software to monitor unwanted users and virus.

Utilization of Computer

- Computer courses are conducted
- Students were divided into 5 Batches.
- Students are motivated to pursue course in SWAYAM and other online education Platform.

5. Classrooms

Maintenance of Classroom

- Civil department of the college performs the building maintenance and the repair works inside the campus.
- All Classrooms have adequate furniture, LED lights, fan and multiple electrical points, Repair works, white washing and painting of building, replacement of furniture, blackboard, electrical and plumbing are carried out at every year.
- Every academic block is provided with ups using generator.
- Academic blocks are installed with LCD projectors.

Utilization of classroom

- After working hours the classrooms are utilized to conduct meetings, competitions and certificate courses for students.
- Additional Classrooms are utilized to conduct Government and Non-Government programmes.

Principal

KANAKARAJ

PRINCIPAL

V.O.C. COLLEGE OF EDUCATION

HOOTHUKUDI - 8.