

**V.O.C.COLLEGE OF EDUCATION
THOOTHUKUDI.**

**INTERNAL QUALITY ASSURANCE CELL
2019-2020**

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

1a. 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.

1b. 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

2a. Maintenance of college Library

- Library functions between 9 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
- Inlibnet section is available
- Books and materials are properly maintained.

2b. 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 uses 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 barrow 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

3a. Maintenance 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

3b. 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, throw ball, cricket, Kho-kho etc., are well practiced and played by the students during the fitness period.

4. Computer

4a. 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 students 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.

4b. Utilization of computer

- Two certificate courses are conducted.
- Level1: computer, Internet and its applications for basic learners and Level2: Multi media and its applications for advanced learners are conducted for 3 months duration.
- 198 students were divided into 5 Batches.
- Students are motivated to pursue course in SWAYAM and other online education platform.


5. Class rooms

5a. 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

5b. Utilization of classroom

- After working hours the classrooms are utilized to conduct meetings, competitions and certificate courses for students.


Dr. T. KANAKARAJ
PRINCIPAL
V.O.C. COLLEGE OF EDUCATION
THOOTHUKUDI - 8.