4.4.2 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, maintaining and utilizing the equipment, teaching learning materials and infrastructure facilities.

1. **Laboratory**
   Maintenance of Laboratory

   - Stock register is maintained in all the departments to enter the Purchased items regularly.
   - Internal stock verification is done every year by a committee constituted by the Principal. Follow up action is taken based on the committee's recommendations.
   - White washing the laboratories and maintenance of material is done every year.
   - Fire extinguishers are installed and maintained in all laboratories.
   - Instruments and equipment are maintained properly.

   Utilization of Laboratory

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

College Library
   Maintenance of College Library

   - Library functions between 9.30 am to 5.30 pm on all working days.
   - The plinth area of library building is 196.54 sq. mts (2115.60 sq. ft)
   - Gate Registers, Accession Registers and Subject Catalogue Registers etc. are maintained in the library
   - Open Access System followed
   - Inflibnet: N-List e-resources are accessed by B.Ed.,B.Ed.(AI), M.Ed.,M.Phil., Ph.D.,students by creating user name and password through N-List programme
   - Five computers with internet connection available in the library for the sake of students
   - Reprographic facilities are offered to students
   - Journals and Magazines are subscribed every year. Most of the magazines are related to competitive examinations
   - Colon Classification is followed to classify library books and arranged discipline-wise in book shelves. Each book is assigned with an Accession Number and Call Number.
   - Nearly 1000 books available in Kennedy book section
   - Staff Publications are displayed in the display section

- College journal "Edu Reach", magazines and Newsletter are maintained in the library
- Competitive books related to TET, PGTRB, NET, SET, TNPSC, SSC, Banking etc. are available in the library
- Back volumes of old journals are available in the library from the inception of institution
- Physical Stock verification are done frequently
- Library books and materials are properly maintained and arranged neatly.

Utilization of Library

- More than 16635 Books available
- Orientation about usage of library is given to the fresher's.
- Nearly 60 students can freely accommodate in the library
- Library is situated in the natural environment and equipped with proper ventilation and enough lightings
- Useful newspaper clippings about the college, job opportunities, award, research etc. are displayed
- Digital library with one server and 5 client computers are available for users to download e-books and e-journals using Inflibnet databases
- A reading room with books and periodicals to prepare for NET,SET, TET, CTET, PGTRB, UPSC, TNPSC and Banking is available
- Multi lingual Dictionaries, collection of Encyclopedias, Atlas, Thesaurus, Year Books etc. are available
- Rare collection of old pictures in oil paintings are available
- Dailies in Tamil & English and Employment News are available

Sports complex

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.

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.

2. Computer
Maintenance of Computer

- All computers in the laboratories are serviced by trained technicians from companies.
- Only high rated computer are procured for laboratories (HCL,HP) with adequate power backup facilities (UPS, Generator).

- To provide computers for each student timetable for demonstration 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 are divided into 5 Batches.
- Students are motivated to pursue course in SWAYAM and other Online Education (OER) Platform.
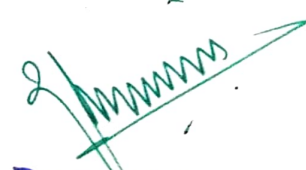
3. **Classrooms**

Maintenance of Classroom

- Civil department of the college performs the building maintenance and the repair work inside the campus.
- All Classrooms have adequate furniture, LED lights, fan and multiple electrical points, Repair work, white washing and painting of building, replacement of furniture, blackboard, electrical and plumbing are carried out every year.
- Every academic block is provided with UPS (Uninterruptable Power Supply) 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.

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