



#### **4.4.2. Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc**

The College ensures the proper maintenance of the academic and support facilities every year. The following procedures and policies are followed for the proper maintenance of the academic and support facilities.

##### **Class Rooms:**

The Class rooms are used by Shift 1 Courses and Shift 2 courses. Besides teaching, the class rooms are used for the conduct of internal examinations and external examinations. The class room maintenance policies are as follows :

- Since our college is a Government College, it comes under the policies of maintenance by the State Government.
- The furniture, electrical requirements repair works, whitewashing and painting of building, painting of blackboards, plumbing works are carried out every year periodically on demand.
- The cleanliness of the class rooms are maintained by house-keeping members

##### **Laboratories:**

- The Departments will make their demand to Principal for the purchase and maintenance of articles. The required fund will be allotted by the state Government every year under various heads like stores and equipments, Purchase of Equipments and Maintenance of equipments.
- Purchases are done strictly adhering to the Government guidelines. The required items are purchased after receiving quotations for the necessary items. Proper stock registers are maintained for the Consumable, Non- Consumable items.
- The services done are maintained in Service Registers.
- At the end of every academic year, stock verification committee appointed by Principal will verify the stock, and submit their report to the Principal.

##### **Computers:**

- Computers are purchased by the Centralized Purchase System of Tamil Nadu Higher Education Department.
- A Lab Time Table is prepared following the university syllabus. The time table is scheduled at the beginning of every semester in order to ensure every student gets enough practical experience.



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- Computers are maintained periodically every year. Necessary funds required for the maintenance are sanctioned by the state Government under the maintenance head.

**Library:**

- Funds allocated every year to Library for purchasing books.
- Besides the General Library, all the Departments are having Department Library where books of latest syllabus are available.
- The Librarian prepares a list of books after getting opinion from the Department Heads and purchases the required books.
- At the end of every year, the Library books verification committee verifies the books and submits a report on missing books, books in the state of being condemned.

**Sports:**

The sports equipment are purchased and maintained periodically depending on the need. The Physical Director places the proposal before the Principal. After scrutinizing the proposal principal sanctions the purchase. Play Fields are also maintained periodically. Intramural sports are conducted every year for all the students of our college. A Gymnasium and Mini Yoga hall are maintained in the sports complex.

*Dr. Sridhar*  
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