

A.P.C. MAHALAXMI COLLEGE FOR WOMEN, THOOTHUKUDI

Policies for Maintaining Infrastructure

Procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.

The college ensures optimal allocation and utilization of the available financial resources for maintenance of different facilities by conducting regular meeting of various committees formed for this purpose. Adequate menial staff is employed to maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Seminar halls and laboratories are maintained regularly by non-teaching staff assigned for each hall. The campus maintenance is monitored through CCTV cameras. Parking facility is well organized. Rest rooms are well maintained. Every department maintains a stock register for the available equipment. At the end of the every year proper reporting is done and verification of stock take place. A complaint register is maintained in office. HODs can register their problems, which are resolved within a time frame. The problem faced by the department and staff members should be reported to the office staff using Google forms which is updated when the complaints are solved.

Laboratory: Record of maintenance account is maintained by lab technicians and supervised by HODs/concerned teachers of the department. Regular maintenance of sophisticated lab equipments is done by the technicians.

Library: The proper account of visitors both students and teachers on daily basis are maintained. To ensure return of books no dues from the library is mandatory for students appearing in exam. Every year PG students and scholars are motivated to register to use INFLIBNET. The required list of books is taken from concerned department through HODs. The finalized list of required books is duly approved by the Principal. Pest control of library books and records is done every semester.

Sports: A physical director looks after the utilization and maintenance of the sports facilities.

Computers: Computer maintenance through AMC is done regularly and non-repairable systems are disposed off. Network connectivity problems are solved frequently.

Classrooms: The college has building committee for maintenance and upkeep of infrastructure. At the departmental level, HODs, submit their requirements to the principal regarding the classroom furniture, lighting facilities and other. The college development fund is utilized for maintenance.