

## **A.V.C. COLLEGE (AUTONOMOUS)**

UGC Recognized 'College with Potential for Excellence – Phase I & II'  
NIRF All India Ranking 2019: College (Rank-band: 101-150)  
MANNAMPANDAL, MAYILADUTHURAI - 609305



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### **Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support facilities, Laboratory, Library, Sports Complex, Computers and Classrooms**

The college follows systematic procedure in purchasing, maintaining and utilizing the equipment.

#### **LABORATORY**

##### **Maintenance**

- ✓ Stock Registers (both consolidated and classified) are maintained in all departments to enter items regularly.
- ✓ Issue registers are used for monitoring.
- ✓ Lab-assistants are appointed in laboratories.
- ✓ Internal stock verification is done every year by a committee constituted by the Principal.
- ✓ Repairs and maintenance of materials are done whenever it is required.
- ✓ Instruments and equipment are serviced periodically.
- ✓ First-aid boxes and Fire extinguishers are installed and maintained in all laboratories.
- ✓ Labs with adequate natural light and ventilation.

##### **Utilization**

- ✓ Optimum utilization of laboratory by using pre-planned lab timetables.
- ✓ Usage of labs for school students, teachers, and other needy people whenever required.
- ✓ Theory papers are suitably supplemented with practical papers.
- ✓ As the college is rural atmosphere, and the college has variety of micro-habitants the surrounding natural areas are used to strengthen the laboratory practicals.

#### **COLLEGE LIBRARY**

##### **Maintenance**

- ✓ Library functions between 8.00 am to 8.00 pm on all working days and if Saturday is holiday, it is kept open from 1.30 pm to 5.30 pm.
- ✓ Library stocks are arranged into science, humanities, computers, and reference and competitive examinations.
- ✓ An internal stock verification is done regularly.
- ✓ Books are arranged with call number in their respective subject rack.
- ✓ Attendance of library users is entered by using bar code entry system of their identity card.

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- ✓ New arrivals of journals and periodicals are displayed in the new arrival rack.
- ✓ M. Phil. thesis submitted to library are kept in a separate place as reference material.
- ✓ Reprographic facilities are available with subsidized charges in the library.
- ✓ Internet lab is available for bibliographic search and internet accessibility.
- ✓ Stock rooms are available for storing the back volumes.
- ✓ 16 Surveillance cameras are installed in different locations in the library.
- ✓ Book catalog and availability can be verified with OPAC facility.
- ✓ Adequate number of fire extinguishers and first aid boxes are installed and maintained.
- ✓ Books and materials are properly maintained by taking regular pest attack prevention and control measures.

### Utilization of Library

- ✓ Useful newspaper clippings about the College, job, awards, research *etc.* are displayed.
- ✓ Digital library with 10 computers is available for users to access digital resources.
- ✓ 10 Computers with internet connection is available to access internet and download E-books and e-journals using INFLIBNET and DELNET databases and to access other databases.
- ✓ Separate reading rooms in the ground floor are available for making use of the reference books and to refer them.
- ✓ A reading room with books to prepare for UPSC, TNPSC, Banking, NET, SET *etc.* is available in the ground floor.
- ✓ Accessibility to books in the rack in the first floor and facilities for reading are provided.
- ✓ A reading room with daily newspapers, recent periodicals, magazines and scientific / research journals *etc.* is available in the ground floor.
- ✓ Staff and students can borrow books using their ID card.
- ✓ Library conducts essay and elocution, competitions to motivate the students. The winners are awarded prizes in the college day.
- ✓ Best student library user award is given every year in the college day function.
- ✓ Ours is a referral library for research scholars and students of neighboring colleges.

### SPORTS AMENITIES

#### Maintenance

- ❖ Two play grounds are available in the campus one in the front and other in the back 400 metres with running tracks. The backside ground has the sitting gallery

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❖ A systematic procedure is adopted for the purchase and maintenance of sport infrastructural facilities.

❖ Two Physical Education Directors (a male and a female) educate and motivate the students to participate in sports activities in the college. They regularly conduct trials for games and athletic events.

❖ The marker maintains the play-field and supplies the play kits.

❖ Electrification and water supply in the sport amenities are monitored and maintained.

❖ Annual physical stock verification and equipment maintenance are done.

❖ Sport gallery funded by the UGC is recently constructed in the campus.

### **Utilization**

❖ The Gym enables the students and staff to keep fit.

❖ Gym is kept open in the college working hours from 9.00 am to 4.00. pm regularly and in addition, The Gym is kept open in the morning from 6.00 am to 8.30 am and also in the evening 4.30 pm to 7.00pm.

❖ The promising players in different games and athletics undergo regular practice in the ground and indoor.

❖ The outdoor sports facilities are used to host BARD Inter-Collegiate Tournaments, State and District level Tournaments and the college annual sports day every year.

❖ The front playground has obstacle course on one end for the utilization by NCC cadets and students.

❖ The back side playground has firing range on one end to train NCC cadets.

### **COMPUTER**

#### **Maintenance**

➤ All computers and air conditioners in the labs are serviced by trained technicians from companies.

➤ Only branded computers and printouts are procured for labs (LENOVO, HCL, HP *etc.*) with adequate power backup facilities (UPS and Generator).

➤ To provide computers for each student, timetable for practical classes is designed in advance.

➤ Computer Networks in the campus, both LAN and WAN, are maintained by structured and OFC cabling.

➤ SONICWALL FIREWALL security software is used to monitor unwanted users and virus.

➤ Internet service in the college is provided by BSNL through a separated leased line with 120 MBPS speed.

➤ First aid box and Fire extinguishers are installed and maintained in computer laboratories.



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### Utilization

➤ Students are motivated to pursue course in NPTEL, SWAYAM and other online education platforms.

➤ Students are encouraged to use language lab and train and develop the skills of different software.

### CLASSROOMS

#### Maintenance

➤ In the college, office establishment section performs the building maintenance and the repair works inside the campus.

➤ All classrooms have adequate furniture, lights, fans and electrical points. Repair works, replenishment of furniture, blackboard, electrical and plumbing are carried out whenever required.

➤ Academic blocks are installed with lightning arresters and RO water supply.

### Utilization

➤ After working hours the classrooms are utilized to conduct department association meetings, competitions and certificate courses all on for students.

*R. Nagarajan*

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