

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

The physical and academic facility procedures provide the basis for equitable allocation and efficient utilization of facility allocations ensure the effective and optimal utilization of the facilities. The elaborate procedure is as follows:

- ❖ All academic and administration activities are scheduled and supervised by under the guidance of principal.
- ❖ Department academic records are maintained by faculty members and H.O.D.
- ❖ Librarian initiates the requirement and maintenance of the library facilities with the help of library coordinated staff. The Library Advisory Committee plays an active role for the smooth and efficient functioning of the library.
- ❖ The qualified lab assistants prepare the lab to conduct practical session with guidance of lab in-charge faculty.
- ❖ The laboratory staffs keep a strict surveillance in maintaining and upkeep of the scientific instruments and chemicals.
- ❖ Exhaust fans, water taps, fire extinguisher and UPS are installed in laboratories, library and office to ensure safety of students and instruments.
- ❖ The RO water purifier plant was established in all the floor of our college campus. Our college also has sufficient bore well water for drinking and other purposes.
- ❖ Electrician, carpenter, plumber, masonry workers, painter and construction workers are hired as per the requirement.
- ❖ Gardener, sweepers, house-keeping are appointed to maintain green landscapes, cleanliness and hygienic at classrooms, seminar hall, dining hall, laboratories, office, library, corridors wash rooms and parking spaces.
- ❖ Physical director is responsible to take care of sports equipments, facilities and regular sports activities.
- ❖ CCTV cameras are installed in the campus to prohibit the malpractices and Security guards are also appointed for maintenance.

A. Kishor

**PRINCIPAL
KRISHNASAMY COLLEGE OF SCIENCE
ARTS & MANAGEMENT FOR WOMEN
S.KUMARAPURAM, CUDDALORE - 607 109.**