

Policies and Procedures

IT policy

- ICT centre facilitated web-conferencing on short learning objects in 2017-2018
- A new LED display was installed to provide more digital visibility to the college events in 2018
- 21Wi-Fi devices which are found in main block, UG lab, Controller officer, Science block, Library, Arrupe block, Golder Jubilee, DA Hall and 53 surveillance cameras were installed in 2018-2019. From all the departments, classrooms, and seminar halls data could be easily accessed. All computers in the campus are connected to the internet as it is essential for the faculty and students as well.
- Language lab is converted into Communication skill development center with infrastructure, computers and software.
- Virtual tour of the campus is available in the college website
- A touch screen display system was installed in 2016
- The library is automated
- E attendance through Mobile app (inside campus and outside) for student attendance are introduced
- A new firewall was installed for security of the campus network with features like Port blocking and content filtering
- Wi-Fi access points were installed to cover the entire campus
- The campus security beefed up with 53 surveillance cameras.
- Antivirus software Quick Heal used for library and controller officer server and Kaspersky were installed
- ERP system was established in 2019.
- AAC maintains a total number of **7 servers**, which include 1 web server, 1 **IBM X3500** exclusively for library, **IBM X3400M2 for Controller Office**, **HP Proliant ML150 for UG lab**, **HP Proliant ML150G9 for FIST**, **IBM sr550 for ERP**
- All the departments and the research centres have their own computers.
- With regard to **internet facility**, In the current era, the need for Internet has become mandatory in information sharing, knowledge dissemination. To facilitate the sharing of files between departments there exists LAN connection. AAC has an Internet Lab which

was increased from 34 to 50 MBPS to have better internet service. Faculty, students and research scholars make use of this facility and benefit a lot.

- The campus was upgraded with wired and wireless network for structured networking
- Intra – net connectivity also provided to all the buildings in the campus
- AAC has an active **web team**, which deals with creating, updating the college website. Periodic updates are done regularly to make the website very vibrant and dynamic.
- There is a designated post in AAC called **Admin (Technicians)**, whose job is to take care of the issues related to all the computers that are in the Computer labs, Internet centre, Language lab, Departments and Research Centres. Any technical issues are settled down immediately and used for knowledge enrichment & dissemination.

Wi-Fi Connectivity

<i>Main Block</i>
<i>Server Room</i>
<i>UG Lab</i>
<i>Controller Office</i>
<i>Science Block</i>
<i>Library</i>
<i>Arrupe block</i>
<i>Golden Jubilee</i>
<i>DA Hall</i>

The institution with its 52 years of experience, the infrastructure policy of the college is designed, developed and is trying to meet the growing needs of the institution with the support of the **Planning Committee**, making available adequate physical infrastructure and constantly upgrading facilities in order to provide, **maintain and utilize physical, academic and support facilities**. The responsibility for provisioning and maintaining infrastructure is jointly shared by different authorities of the institution under the overall leadership of the college secretary.

Established Systems and Procedures

The Principal discusses with the Planning Committee and presents a report regarding physical, academic and support facilities in the Governing Body for approval and implementation.

The HODs, faculty, superintendent, non-teaching staff and other service personnel are given responsibility to maintain the facilities under their supervision.

Later they will keep on reporting to the Principal for maintenance of infrastructure when needed.

Finally, the secretary is empowered to deal with all matters pertaining to the acquisition, upkeep and disposal of campus infrastructure. The officials of the college including the Deputy Principal, vice principal, centre directors, and HoDs should seek the advice and consent of the Secretary on matters involving infrastructure. Regarding infrastructure maintenance a written complaints are dealt by the secretary.

An annual audit & stock taking of the physical, academic and support facilities is undertaken for assessment and evaluation. A detailed report is submitted by the Heads of the Departments to the Principal which aids in planning for the next academic year.

Maintenance of Physical facilities

- Maintenance Staff - They are responsible for maintenance related to electrical, carpentry, painting etc., of the classrooms and the entire campus throughout the year and major repair works are carried out during summer vacation.
- Annual Maintenance Contract (AMC) for air-conditioners, generators and other equipment which are cleaned calibrated and maintained on a regular basis.
- Infrastructure facilities and technical requirements are maintained regularly by separate electrical and technical maintenance team.
- Fire extinguishers and First Aid Kits are maintained regularly and their refilling is done before the date of expiry.
- The Support Staff - Cleaning and maintenance of class rooms, seminar halls, laboratories, staff rooms, library, and corridors are done regularly on a daily basis.
- Outsourced Security Service - The security of the campus is maintained by the Outsourced Security Guards since 2018-2019
- To ensure protection for staff & students, CCTV cameras have been installed at vantage points.

Maintenance of Academic facilities

Laboratory

- Stock taking of all the equipment, instruments, glass ware, specimens, computing devices etc. is done in all the departments annually and details are given to the College office for further action
- Regular maintenance of Fault registers and Log books in all the laboratories and repair works are carried out immediately.
- For any kind of maintenance or repair the laboratory staff in-charge reports to the Head of the Department, and he forwards it to the Principal and the secretary and the repair work is carried out by the concerned service person.
- The instruments and equipment's are serviced by the suppliers from whom it is purchased, in case of any service required.
- The maintenance register of the same is kept in the laboratory. Separate maintenance register is kept with details of maintenance entries i.e. name of instrument, date and description of maintenance.
- The sensitive laboratory equipment's are housed in air-conditioned instrument room
- A DST – FIST Lab furnished for enhancing the student's knowledge on new software like Latex, Matlab.

Library

- All books in the Arul Anandar College library are arranged according to their classification.
- The Library support staff help in maintaining the books and the other infrastructure in the library.
- Damaged books are bound, scanned and digitalized in the central library.
- The annual stock taking and maintenance of the library books is carried out during the summer vacation.
- On request from each department, a list of required books are prepared and procured for the next academic year.
- A nominal penalty is levied for delay in returning the library books or losing them.

- The departmental library is taken care of by the staff in-charge of the library in each department and the support staff.
- Lips – Net software installed in our library for managing e-gate entry and OPAC for searching book availability.
- Students and staff members can able to access e-journals & e-books by using inflibnet automation.
- The library stocks are categorized into science, arts, competitive examinations and reference, E-gate, OPAC.

Computers

- A programmer and a faculty member are in charge in every computer lab.
- Two hardware technicians take care of the maintenance and service of the computers.
- Minor technical problems occurring in computers are handled by the concerned lab programmers and system administrator.
- Main server and accessories are installed with power backup.
- Computer hardware technicians are responsible for maintenance and repair of computers within the Campus.
- Use of information and communication technology facilities for teaching and learning is recorded in **the log book**.
- All Wi-Fi users are controlled through cyber roam firewall.
- Working of LCD is checked on a regular basis by trained technicians.
- Students are instructed to follow standard operating procedures strictly during the use of systems to avoid system failure due to improper usage

Sports

- A dedicated team of a Physical Director and an Assistant (marker) are available to monitor and maintain an effective functioning of the sports wing.
- Sports equipments are periodically refurbished and new equipments are purchased accordingly. Cutting, cleaning and maintenance of various grounds are regularly taken care besides all the courts are marked before the start of the academic year and the inter-departmental tournaments.

- Well furnished Indoor stadium is exclusively constructed for indoor sports events. Students and Staff members are using the gym to keep it.
- Sports hostel was constructed by the UGC fund for the welfare of sports boys and girls.
- The outdoor stadiums are used to host MKU intercollegiate tournaments, state level tournaments.
- First-aid kits are always available for any emergency. Periodically tournaments and other sportsmeet are conducted in the indoor and outdoor stadiums.
- The Department of Physical Education (Sports and Games) maintains stock registers accession register, stock issue register and register for condemned equipments.
- Every year the worn out and condemned equipments are replaced / disposed.

Fine Arts

- The Fine Arts Room - The fine arts room houses the properties used for fine arts and cultural activities.
- A stock register is maintained for these fine arts properties by the Dear of Students.
- Damaged ones are repaired and the properties beyond repair are discarded and new properties are purchased.

Classrooms

- Classrooms are available with necessary infrastructure under the purview of the Secretary Office. In case of any repair or technical complaints a standardized form is used for the immediate rectification and assistance that would be facilitated by the Instrument Maintenance Facility (IMF) technical team.
- Classrooms are fixed with ICT tools for effective teaching - learning. ICT is an effective toolfor integrating and automating various activities of examination system at different administrative levels tobring reliable, efficient, scalable, transparent and robust e-governance solutions.
- ICT, as an assortment ofnew computing and communication artifacts, is a rapidly advancing technology.
- ICT has provided meansfor faster and better communication, efficient storage, retrieval and processing of data and exchange andutilization of information to its users.

- With the support of ICT, students enrich their knowledge.
- For the physically disabled students ramp was constructed in all the floors.
- During summer holidays and as per the requirement of each department regular refurbishment of desks, tables and chairs are looked into.

Generator facility

- The campus has 7 diesel generator with a capacity of 317.5 KVA power and UPS with the capacity of 101 KVA and solar panel with 5 KVA for uninterrupted power supply
- There is a central RO plants and water tanks available for clean drinking water facilities and this is regularly maintained.

Canteen

- The Canteen Maintenance Committee headed by the Secretary takes care of quality and price along with other related issues of the canteen.
- The management checks the quality preparation and availability of food frequently.

Water and Waste Management

- There are effective solid, liquid and waste management systems available in the institution.
- Water harvesting units is available and environment panels are periodically checked.
- There are adequate dustbin facilities available throughout the campus with color distinction for the segregation of bio- degradable and non-degradable waste.

Indoor Stadium

1. The indoor stadium shall be kept open from 6.00am to 8.00am and from 4.00 pm to 6.30pm.
2. Players must sign in the attendance register.
3. The players shall participate or practice in proper sportswear.
4. Basketball, Volleyball, Table Tennis and Badminton games are conducted.
5. They shall avoid using slippers inside the stadium.

6. They must keep clean the stadium
7. Safety measures will be maintained by the department.
8. First Aid materials will be available at any time.

Play Grounds

1. Practice will be conducted in all the above games in the morning and evening (6.00 – 8.30 am & 4.00 – 6.00 pm)
2. Students are provided ample opportunities with adequate facilities to participate in the tournaments and to practice for college teams.
3. Football, Hockey, Volleyball, Basketball, Kabaddi, KhoKho, Handball and Track & Fields courts are well maintained.
4. Teams' selections will be conducted on all the above games.
5. Selective zonal and MKU tournaments are organized as decided in the respective general body meetings.
6. We provide facilities for the nearby schools to practice in our play grounds and to conduct the tournaments and competitions.

Multipurpose Gym

The facilities at AAC gym are to be utilized only by AAC students

1. Students should strictly follow the time schedule.
2. The students must sign in the attendance register
3. They should wear proper uniform and shoe.
4. They should not use slippers inside the gym.
5. They should handle the materials safely.
6. They should maintain silence inside the gym
7. They should maintain discipline and order.
8. First Aid materials will be available at any time
9. They must keep clean the gym
10. Outsiders are not allowed.

Timing:

Students from other departments

- Morning - 6.00 a.m. - 7.30 a.m.
- Evening - 4.00 p.m. - 6.00 p.m.

Women Students: 9.00 am – 11.00 am / 2.30 pm – 4.00 pm

Physical Education Students:

- Morning - 6.00 a.m. - 7.30 a.m.
- Evening - 5.30 p.m. - 6.00 p.m.

Sunday: Holiday

Yoga and Meditation Centre

1. Yoga center will be kept open from 6.00am to 7.30 am and 4.00 pm to 6.00 pm
2. Students will be provided with yoga mats.
3. They shall wear loose – cotton dress
4. They should practice yoga on empty stomach
5. Yoga exercise shall be practiced slowly on counts.
6. They should maintain silence in the hall
7. They should abide by the instructions of the yoga teacher.
8. Yoga competitions, tests and measurements shall be conducted at year end.

Sports Day

1. The Competitors shall participate in department wise in all the sports events
2. They should participate in proper uniform (Sports Wear)
3. A Competitor shall take part in any of the three events excluding relay from the given events.
4. Only two competitors shall participate from a particular department so as to enable other departments to get a place in an event.
5. All the departments shall participate in the march past which is also one of the competitions that involves rolling trophy and prizes up to the third place
6. I, II & III place – winners shall be honored by & medals and credentials.
7. The participants or teams violating the norms and discipline will be disqualified.

Rural Sports Meet

1. The rural sports meet is open to all the metric school and Govt. schools of Madurai district.
2. The eligibility form of the athletes and players schools is submitted on or before competitions.
3. Only two competitors are permitted from a school and as a one reserve for a particular event.
4. A student can participate only in any three events.
5. All athletes should be in proper uniform
6. All athletes those who are not ready at the stipulated time will be disqualified from the events.
7. The decision of jury of appeal will be final on all matters concerning the game and athletic events.
8. All communications and entries should be sent to the HOD, Department of Physical Education.
9. All participants will be provided with a working lunch.
10. All communications and entries should be sent to the HOD, Department of Physical Education.
11. They have to maintain discipline and order within the campus.

Jogging & Walking – Outsiders

1. They shall have their jogging and walking between 5.15am to 7.15 am only.
2. They should show the pass while entering the gate.
3. They should not come in lunges inside the campus.
4. They can participate in games and walking only in the allotted areas. (Fr.Prince ground & badminton Court)
5. They should not enter boys' hostel, office, class rooms & father house.
6. They should keep clean the ground and shall not bring plastic items.
7. They should not cause damage to the college properties.
8. They should not cause an damage to the trees& plants on campus
9. They abide by the instructions of the gate keeper.

10. If any controversial opinion they shall approach the Director of Physical Education
11. They should not disturb the students by all means.
12. Permit ID card must be renewed once a year with the permission of the Secretary Father
13. The management will not be responsible for their personal belongings and the problems if any occurs or arises.
14. If they don't satisfy and cope up with the above conditions, they will be confined by the actions taken by the management.

III. Privileges for Sports Students

1. Students' privileges like DA & TA of Rs 150 per head and actual travelling allowances (to & fro) respectively will be met by the college.
2. Uniforms shall be provided free of cost.
3. O.D. shall be arranged during practices and competitions.
4. Re exams or doubling of the marks for the internal exams will be arranged accordingly.
5. Management scholarships shall be provided for the best players.
6. Admissions into college with half – fee/ full fee concessions will be provided according to their performance at state/ National levels.
7. Free mid – day's meals for days scholar players will be provided during team practices.
8. Nutrition (milk, egg & grams) shall be supplied during the team practices.

Sports Coaches

1. They will be recruited on the basis of their performance.
2. Consolidated remuneration or honorarium will be given
3. They have to train the teams from 6.00 to 8.00 am and from 4.00 to 6.00 pm
4. They shall come in necessary uniform.
5. Boarding & lodging will be provided free of cost
6. They also should maintain decorum on the campus.
7. They should maintain players' participation attendance registers.
8. They shall submit periodical reports of the performance of the teams / players.