

4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.

Response:

Arul Anandar College has a well-framed infrastructure policy for proper maintenance and utilization of the 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 and Evaluation Committee and presents a report regarding physical, academic and support facilities in the Governing Body for approval. The Secretary is empowered to deal with all matters pertaining to the acquisition, up-keeping and disposal of campus infrastructure.

An annual audit and inventory of the facilities is undertaken for assessment and evaluation.

Maintenance of Physical Facilities

- Maintenance of the physical facilities is done throughout the year and major repair works are carried out during summer vacation.
- **Annual Maintenance Contract (AMC)** is arranged for air-conditioners, generators, and other equipment.
- **Fire extinguishers and First Aid Kits** are maintained regularly, and refilling is done before their date of expiry.
- Cleaning and maintenance are done steadily through support staff.
- The security of the campus is taken care by the **Outsourced Security Guards**.
- **CCTV cameras** have been installed to ensure safe keeping.

Maintenance of Academic and Support Facilities

Laboratory

- Inventory of all the equipment, instruments, glassware, specimens, computing devices etc. is done by the respective Departments annually.
- Fault Registers and Logbooks in the laboratories are regularly maintained.

- For any kind of maintenance or repair, the laboratory staff-in-charge reports to the respective HoD who forwards it to the Principal and the Secretary. The repair work is carried out by the concerned service person.
- The instruments and equipment are serviced by the suppliers from whom they are purchased. Separate maintenance register is kept with details of maintenance entries i.e., name of instrument, date, and description of maintenance.
- The sensitive laboratory equipment are housed in air-conditioned instrument rooms.

Library

- All books in the library are arranged according to their classification.
- The library support-staff help in maintaining the books and other infrastructure in the library.
- Damaged books are bound.
- The annual inventory is carried out during summer vacation.

Computers

- A programmer and a faculty member are in charge of every computer lab.
- Two hardware technicians take care of the maintenance and service of the computers.
- All Wi-Fi users are controlled through cyber roam firewall.

Sports

- **A 100 bedded UGC sponsored sports hostel**
- The playgrounds and courts are periodically maintained; cleaning and marking are undertaken regularly.
- The Department of Physical Education maintains stock registers, accession register, and stock issue register.
- Every year new equipment are added.

Fine Arts

- Fine Arts Room houses the properties used for fine arts and cultural activities.
- A stock register is maintained by the Dean of Students.
- New properties are purchased.

Hostels

- Two separate hostels for 600 boys and girls
- The hostel functions with Two Directors, seven Assistant Directors and Hostel Student Council

Bank

- A branch of Indian Overseas Bank (IOB) with ATM to facilitate online/offline transactions

Canteen

- Canteen facility in the college premise for the staff and students
- It provides healthy and nutritious snacks and edible items at an affordable price.

Health Centre

- AAC Health Centre is run by the Management in collaboration with Arul Anandar College Alumni Association.