



## POLICY ON CAMPUS INFRASTRUCTURE

Arul Anandar College possesses a policy on infrastructure to create and upgrade the physical and ICT related infrastructure to meet the growing needs of the college. The college firmly believes that the adequate infrastructure is an essential requisite for academic excellence and efficient administration, and it takes appropriate steps to plan and guarantee the availability of necessary physical infrastructure to fulfill the requirements of teaching and learning and other processes both in terms of quantity and quality in various programmes. The college drafts a long-term master plan for infrastructure development with budgetary requirements and a time frame for completion. Accordingly, it proposes annual plan and budget through multi-level consultation, evaluation and prioritisation. The policy also ensures optimal utilisation and timely maintenance of infrastructure facilities for providing continuous service to all sections of the institute.

### Established Systems and Procedures

Master plan and annual plan along with the budget and sources of fund are discussed in various statutory and relevant non-statutory bodies and approved by the Board of Management and the Governing Body.

The committees or units or departments responsible for the execution of the approved programme or activity are intimated for executing them as per the sanctioned proposal.

The teaching and non-teaching staff and other service personnel are entrusted with the maintaining of the facilities under their supervision. They report to the Secretary through the Principal for maintenance of infrastructure when needed.

The Secretary in consultation with the Campus Treasurer deals with all matters pertaining to the acquisition, up-keeping and disposal of campus infrastructure. The officials of the college, including the Deputy Principal, the Vice Principals, the Centre Directors, and the HoDs, seek the advice and consent of the Secretary on matters involving infrastructure.



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

## **Maintenance of Physical Facilities**

- Technical Staff of the college maintain electrical, electronic, and lab equipment, computing facilities, carpentry etc., throughout the year, and major repair works are carried out during summer vacation.
- Annual Maintenance Contract (AMC) is written for the maintenance of 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 look after the cleaning and maintenance of class rooms, seminar halls, laboratories, staff rooms, library and corridors on a daily basis.
- The security of the campus is maintained by the Outsourced Security Guards since 2018-2019.
- To ensure protection for staff and students, CCTV cameras have been installed at vantage points.



## Maintenance of Academic Facilities

### a) Laboratories

- The laboratories house a large collection of sophisticated equipment to carry out research.
- The Laboratories are equipped with fire management systems which include evacuation and control, first-aid kits, fire extinguishers, fume cupboards, exhaust ducts, goggles and safety masks are available to deal with any emergency situations.
- All the Science and Computer labs have emergency exit ways.
- The software in the computer systems are updated regularly.
- Stock taking of all the equipment, instruments, glassware, specimens, computing devices etc. is done in all the departments annually and details are given to the college office for further action.
- Fault Registers and Log Books are maintained 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 s/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 are serviced by the suppliers from whom they are purchased.
- The sensitive laboratory equipment is housed in air-conditioned instrument rooms.

### b) Library

- All books in the college library are classified and arranged.
- The Library Support-staff maintain the books and infrastructure in the library.
- Damaged books are bound, scanned and digitalized.
- The annual stock taking and maintenance of the books is carried out during the summer vacation.
- On request from each department, a list of required books are prepared and procured.



- 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.

## c) 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.
- 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 room firewall.
- Working of LCD is checked on a regular basis by trained technicians.
- Students are instructed to follow standard operating procedures strictly to avoid system failure due to improper usage.

## d) Sports

- The Physical Director is responsible for the maintenance of sports infrastructure and promotion of sports activities.
- The Physical Director maintains the stock register of the sports equipment and their usage.
- The Director is assisted by an Assistant.
- The Physical Education Committee under the guidance of Sports Coordinator looks after the augmentation of sports infrastructure.
- Sports equipment are periodically refurbished and new equipment are purchased accordingly.



- The Physical Education Committee provides guidance for arranging effective coaching and training to players, and scholarships to deserving sports persons.
- Cutting, cleaning and maintenance of various grounds are regularly taken care. All the courts are marked periodically.
- First-aid kits are available for any emergency. Tournaments and other Sports-Meets are periodically conducted in the indoor and outdoor stadiums.
- The worn out and condemned equipment are replaced / disposed every year.

**e) Fine Arts**

- The Fine Arts Room houses the articles used for fine arts and cultural activities.
- A stock register is maintained for fine arts properties by the Dean for Student Affairs.
- Damaged articles are repaired, things beyond repair are discarded, and new ones are purchased.

**f) Classrooms**

- Classrooms and classroom infrastructure are made available and maintained by the Secretary.
- Campus Treasurer arranges for the repair of infrastructure and renovation of buildings in consultation with the Secretary.
- The Instrument Maintenance Facility (IMF) technical team attends to complaints of repair or damage at the order of the Secretary.
- Some of the classrooms are fixed with ICT tools for effective teaching-learning communication.
- ICT is used for integrating and automating various activities of examination system at different administrative levels to bring reliable, efficient, scalable, transparent and robust e-governance solutions.
- A team of System Admin maintains the stock register of ICT facilities and attends to their technical snag.



# ARUL ANANDAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)  
Re-accredited (3rd cycle) by NAAC with 'A' Grade - CGPA 3.66  
on a 4-point scale  
Karumathur - 625 514, Madurai District, Tamilnadu

## g) Generator Facility

- The campus has seven diesel generators with a capacity of 317.5 KVA power and UPSs with the capacity of 101 KVA and solar panel with 5 KVA for uninterrupted power supply.

## h) RO Plant

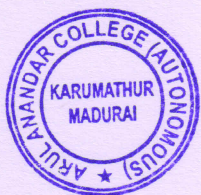
- There are a central RO plant and water tanks available for clean drinking water facilities and they are regularly maintained.

## i) Canteen

- The Canteen Maintenance Committee, headed by the Secretary, takes care of the quality and price along with other related issues of the canteen.

## j) Water and Waste Management

- Water harvesting units are available and they are periodically checked.
- The institution has effective systems to manage both solid and liquid waste.
- There are adequate dustbin facilities throughout the campus with colour distinction for the segregation of bio-degradable and non-degradable waste.



  
**Principal**  
PRINCIPAL  
Arul Anandar College  
Karumathur-625 514  
Madurai Dt.