

ST. ANNE'S DEGREE COLLEGE, VIRAJPET

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

The institution has a policy system in the physical and academic facilities.

Admission Policy:

- The institution follows a liberal admission policy based on non-discrimination.
- Admission committee has been framed by the IQAC which counsels the candidates who comes for admission. The committee guides the candidates regarding mode of admission, streams available, and the outcome of the courses.
- The SC/ST and OBC students are given admission as an obligatory measure for reservation act of Government of India.
- As per physical disability act 1955, the institution provides opportunities to physically disabled students.

Policies for Maintaining and Utilising Physical Facilities:

- For the supervision of proper maintenance of the available physical facilities, the IQAC has formed a maintenance committee. Under the supervision of IQAC, the cleanliness of both inside and outside the buildings is maintained with utmost care.
- Faculties have created awareness on Swachh Bharath Abiyan among the students and as a part the use of plastics are strictly banned inside the campus.
- Student leaders are instructed to supervise the hygiene in the washrooms and prevention of misuse of water in the campus.
- Generator maintenance is carried out by the specialists.

Academic and Support Facilities

1. Laboratory

- The computer science lab is under the supervision of the head of the department of BCA.
- A service provider is appointed to maintain and update all the computers and software.
- The computer lab assistant is always available in the lab to guide the students.
- The IQAC ensures that the IT facilities are updated according to the new systems.
- The Damaged systems and hazardous parts are regularly sent to the scrap vendors and few e-wastes are utilized to be displayed in e-waste Lab.

2. Library

- The institution has established Library Advisory Committee with principal as chairperson and its members are librarian, HODs and three student representatives.
- The library is available to the faculties and students from 8 A.M to 5 P.M to enable the users to utilise the resources beyond the class hours.
- The users must enter their name, date, time and signature in the register before using the library books and also e-resources.

- The subject wise arrangement of the books and its replacement is done by the assistant librarian.
- The students are supposed to use only the systems allotted to them in the library.
- It is supervised such that the internet and Wi-Fi facilities provided are not misused or damaged.
- Insecticides are used to protect the books from white ants.

3. Sports/Recreation room

- The sports committee consisted of principal, physical director and eight student representatives.
- The committee prepares plan of action for coaching, preparing the students for tournaments, university, state and national competitions.
- The physical director maintains a register where the students have to enter date, time and signature before using the sports equipments.
- IQAC supervises the maintenance of sports/ recreation room regularly.

4. Classrooms:

- Every classroom has sufficient furniture and its maintenance is supervised by the class in-charges and the student representatives.
- The services of the house keepers are utilised to maintain the cleanliness in and around the campus.