

# SUBBALAKSHMI LAKSHMIPATHY COLLEGE OF SCIENCE

AN AUTONOMOUS INSTITUTION



Affiliated to Madurai Kamaraj University and Re-accredited with B+ Status by NAAC  
TVR Nagar, Aruppukottai Road, Madurai 625 022, TamilNadu

Landline : 73977 88615




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## CAMPUS MAINTENANCE & UTILIZATION POLICY



  
Principal  
Subbalakshmi Lakshmipathy  
College of Science  
TVR Nagar, Madurai - 625 022.



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**CAMPUS MAINTENANCE AND UTILIZATION POLICY**

The institution follows a systematic procedure in maintenance and utilization of equipments for laboratories, computers, sports equipment, library and other supporting facilities.

**1. Laboratory :**

- Stock register is maintained in all departments.
- Lab –assistance are appointed in all the laboratories to check the equipments.
- Internal stock verification is done in the beginning of each semester.
- General maintenance of equipments is done every semester.
- Fire extinguishers are installed and maintained in all the laboratories.


**Utilization of Laboratory:**

- The lab timetable is included in the main workload of the department.
- Theory papers are suitably supplemented with hands –on practical papers .

**2. Library:**

- The library functions between 8.55 am to 5.30pm on all working days.
- The library is automated with SOUL software.
- Library is divided into stock section according to the department, reference sections and periodical section, reading halls.
- Internal library stock verification is conducted in every semester.
- Biometric Attendance is followed in the library for staffs and students.
- New arrival is displayed in new arrival rack.



  
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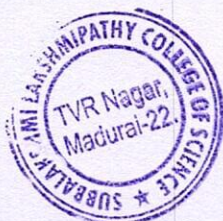
- There is separate rack for audio and visual materials.
- Books available can be verified by OPAC facilities.
- The Library committee consist of Principal, Librarian, 2 faculties members and 2 students.
- Adequate numbers of fire extinguishers are available in the library.
- Previous year question papers, faculty publications and other publications are available in the library.
- Library provides an orientation to new students in the beginning of the academic year about library rules and regulation.

**Utilization of Laboratory:**

- Useful newspaper clippings about the current awareness, job opportunities are displayed.
- A reading hall with books, periodical and competitive examination material are displayed.
- Staff and students can borrow books using their ID cards .
- The library and readers club conduct competition to motivate students to win awards and certificates.
- Photocopying and printout from internet and scanning facilities are offered.

**3. Sports complex**

- Purchase and stock register is maintained with the physical director .
- A systematic purchasing and maintenance of sports is followed .
- Under the guidance of the physical director students trained to participate in various levels of sport events in and other states.



  
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- Trained marker maintains the play ground and issuing of the sports material to the students with the approval of the physical director.
- Annual sports events for students and staffs are conducted periodically.
- Annual stock verification is conducted by the internal sports committees.
- College has a semi-Olympic size swimming pool with certified separate trainers for boys and girls.
- The College has a well-furnished gymnasium and yoga centre that ensures the physical and mental fitness of students and staff.

#### 4. Computer :

- All the computer s in the lab is maintained by system engineers.
- All the computer are purchased from brands like i - mac , dell , Lenovo, hp wit adequate power back up .
- The time table for the practical class is designed in advance for every department.
- Computer network using both LANAND WAN though Fibre Optic Cable.
- The firewall security software is used to monitor unwanted usage.
- K7 antivirus software is used to control the virus.
- Sufficient Internet service is provided to all the computer
- The students computer ratio is 3:1
- Student's project works are maintained in the department.



  
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### 5. Classroom:

- The classrooms are well ventilated with adequate facilities.
- All the classrooms are provided with power supply facilities.
- Some Classrooms are provided with ICT facilities.
- Smart classrooms are provided to enrich the knowledge of students.



  
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