Policies and Procedures for Utilizing and Maintaining Academic Facilities in the Premises

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college periodically reviews the current trends and opportunities needed for the students' benefits to upgrading the academic facilities by holding regular meetings of the various committees. The recommendation ensures allocating the available financial sources for channelized utilization and proper maintenance to upkeep different facilities.

Laboratory:

Records of indent, utilization of the equipment's and maintenance are maintained jointly by lab technicians, lab in charge and supervised by HoDs of the concerned departments.

Maintenance of laboratories are as follows:

The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related parent enterprises.

Library:

1. The requirement and list of books are collected from the department faculty in charge with HoD's concern. The finalized list of required books is duly approved and signed by the Principal.
2. Every semester's "no dues" approval for the student is mandatory for auditing the list of books.
3. Student online library is used to ease the search of books based on title or author and the number of copies available.
4. Library stock and other issues in the library are maintained by the concerned committee.
5. The details of student/faculty who are accessing the library are maintained and updated in software by RFID module in Library

Sports:

- Since 2001 the department of Physical Education is encouraging the students to participate in various sports and games at the international/national/state/university & district level.
- The department is organizing "SAVEETHA TROPHY" Mega Sports Fest state-level, inter-school & inter-college tournaments and zonal, interzonal, state-level tournaments regularly.
- The sports infrastructure comprises facilities for indoor and outdoor games. There are well-maintained outdoor fields for 400mts athletics Track & field with Gallery, Badminton Court, Ball Badminton Courts, Basket Ball Court, Cricket (outfield & Cricket Nets), Foot Ball Field, Hand Ball Court, Hockey Field, Kabaddi Court, Kho-Kho Court, Tennis (Synthetic Court), Throw Ball Courts, Volley Ball Court, and Indoor games like Chess, Carom, Table tennis and Badminton, so on. We have well equipped modern fitness center for both men & women separately.
- Sports events and the facilities are maintained by the concerned department in charge.

Computers:

1. Computers are established in the library to enrich the students.
2. Faculty and Students access to Open access journals.
3. The campus is fully enabled with wi-fi.
4. Computers with appropriate specifications are furnished in each department as per requirement.
5. Faculty and students details are maintained in ERP.

Classrooms:

1. The college has a separate committee to maintain and upgrade the infrastructure of the classrooms
2. Every semester, the HoDs submit a report of complaints (Deceased Furniture, faults in Electrical lines and damaged doors etc.) and the requirement of the new classrooms. The finalized list is duly approved by the Principal.
3. Other student's academic requirements are concerned by the Administrative officers with the approval of the Principal.

Additional:

1. Lab instructors of the concerned department maintain the stock register by physically verifying the items around the semester.
2. Annual stock verification is done by the concerned HoDs and the stock verification committee.
3. Computers are monitored regularly by the Laboratory Assistants, and discrepancies are reported to the faculty in charge.
4. Cleaning of water tanks and water cooler/purifier, garbage disposal, maintaining of lawns are regularly carried out by concerned employees and the status is reported to the Administrative in charge.
5. Regular inspection is conducted to maintain the cleanliness of the college campus
6. Hostel monitoring committee keep a record of the facilities up-gradation and ensures the cleanliness of the surrounding in men's and women's hostel
7. Computer, internet facilities (wired and wi-fi) etc. are maintained and serviced regularly by the IT admin committee
8. Updating of software is done by IT-Admin employees.
9. Maintenance of furniture, electrification and plumbing are carried out through concerned employees.
10. Stock verification of library books is done regularly by the library in charge and once a year by stock verification committee members.