



V.V. VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University

Re-accredited with 'A' Grade (3rd Cycle) by NAAC

VIRUDHUNAGAR - 626 001. (TAMIL NADU)



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POLICY ON MAINTENANCE AND UTILISATION OF INFRASTRUCTURE FACILITIES

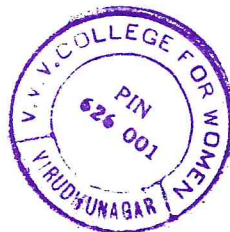
Name of the Policy	: Maintenance and Utilisation of Infrastructure Facilities Policy
Policy Reference Number	: VVVC/IQAC/PRN/1/2023/1.0
With Effect From	: April 2023
Responsible Office	: Office of Internal Quality Assurance Cell
Validity Period	: 5 Years

I. Policy Statement

The Institution has a policy for augmenting, maintaining and utilizing the physical and academic support facilities of the college.

II. Objectives of the Policy

- To allocate funds for establishment and extension of infrastructure facilities.
- To achieve optimum utilization of facilities and services for the benefit of stakeholders.
- To ensure constant, uninterrupted, and smooth functioning of physical, academic and support facilities.
- To achieve timely up-gradation, replenishment, repair, and replacement of the resources and services.
- To set standardised maintenance and utilization procedures for resources.





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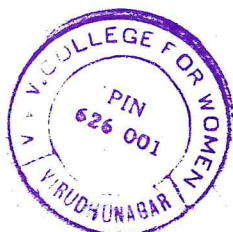
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PROCEDURE FOR MAINTENANCE AND UTILISATION OF PHYSICAL, ACADEMIC, AND SUPPORT FACILITIES

1. Physical facilities

- 1.1 Offices of Controller of Examinations, Deans and Internal Quality Assurance Cell provides good ambience for effective governance.
- 1.2 Certification of building stability license, Fire safety license and sanitary license are renewed every year.
- 1.3 Inspections of electrical work and renewal of Vehicle Fitness are processed systematically.
- 1.4 Fire alarms and fire extinguishers are kept ready for use in case of emergency.
- 1.5 Electricians take charge of the maintenance of electrical equipment and ensure uninterrupted power supply and the plumbers.
- 1.6 Solar lamps, solar heaters and LED lamps are used to minimize energy consumption.
- 1.7 In case of replacements of old bulbs, LED bulbs are fixed.
- 1.8 There are seven hostels with all basic facilities.
- 1.9 ICT enabled, well-furnished Seminar halls cater to the growing of academic endeavours.
- 1.10 A well maintained Meditation hall is intended to help to relieve stress.
- 1.11 Stationary caters to the needs of the students with a wide range of products.
- 1.12 CCTVs keep the campus safe and secure.
- 1.13 RO plants provide pure and clean water.
- 1.14 Effluent Treatment Plant is used to keep the environment safe.

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- 1.15 To maintain pollution – free campus, liquid and solid wastes are segregated and disposed carefully.
- 1.16 A Bio-gas Plant is installed and the food waste from the hostel kitchen is processed to prepare bio-gas and is used as fuel in the Hostel.
- 1.17 Incinerators are used for the disposal of sanitary napkins.
- 1.18 Blackboards are painted every year.

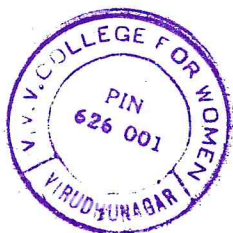
2. Academic Facilities

2.1 Classrooms

- 2.1.1 Classrooms are kept clean and well maintained with the help of water carriers.
- 2.1.2 Classrooms are used for conducting regular classes during the working hours.
- 2.1.3 Add-on courses, Placement Training, Tutor-Ward meetings, Part V Classes, Coaching classes for various competitive examinations, competitions by clubs and forums, skill development programmes and remedial classes are conducted in zero hours.

2.2. Library

- 2.2.1 The General Library and Department Libraries function as per the guidelines and resolutions of the Library Committee.
- 2.2.2 The e-resources are accessed remotely.
- 2.2.3 Annual Verification is done with barcode facility.
- 2.2.4 Auction of dilapidated books is carried out as per RJDCE regulation.
- 2.2.5 The preservation of the print resources are done using dried neem leaves, naphthalene balls and the tattered books are made intact with binding.
- 2.2.6 The resources are updated periodically as per the revision of the curriculum.



2.3. Laboratory

- 2.3.1 Science laboratories equipped with adequate experimental setups.
- 2.3.2 The laboratory equipment and instruments are calibrated by the technical laboratory assistants under the supervision of the teaching faculty.
- 2.3.3 English Language laboratory kindles the aspirants to gain good communication skills and advance their careers.
- 2.3.4 Mathematics laboratory offers an active learning environment and helps the students understand the theory easily.
- 2.3.5 Computer Laboratories with sufficient number of computers enable the students to have more practical exposure.
- 2.3.6 The respective Standard Operating Procedures are adopted in all the laboratories to ensure efficiency and safety.

3. Support Facilities

3.1. Digital Resources

- 3.1.1 ICT equipment like computers and accessories are procured to meet the requirements periodically.
- 3.1.2 Computers in laboratories are used to conduct online examinations, aptitude tests.
- 3.1.3 The Instrumentation Maintenance Facility Centre (IMF) with a Hardware Engineer installs and maintains all IT resources.
- 3.1.4 Hardware and Software for computers, Reprography machines, Printers, LCD Projectors and Scanners are purchased with the consultation of the Hardware Engineer.
- 3.1.5 Personnel from various external agencies are hired to install new software and overhaul the Air conditioners, UPS, LCD, batteries, servers, projectors, printers scanners, copiers, Xerox machines and water coolers.



3.2 Sports Facilities

- 3.2.1 The necessary goods and sports articles are purchased as per the recommendations of the Sports Committee. Playground with gallery is utilized for coaching, selection camps and also to organize tournaments.
- 3.2.2 Playground is well maintained and weeds are removed periodically.
- 3.2.3 The sports goods are purchased as per the requirements.
- 3.2.4 Damaged goods are auctioned regularly as per Government regulation.
- 3.2.5 The gymnasium provides various facilities for physical exercises with a good stock of equipment.
- 3.2.6 The Yoga Centre replenishes the physical, mental and spiritual well-being of the students.
- 3.2.7 Facilities for training in Zumba and Silambam, a martial art, are made available for the students.

3.3 Other Facilities

- 3.3.1 The college canteen provides healthy and hygienic food for the students at a nominal rate.
- 3.3.2 The Central Announcement System is used for conducting Universal Prayer and making announcements.
- 3.3.3 The LED Display boards notify the daily activities.
- 3.3.4 The Annual Maintenance Contract ensures proper maintenance of computers and accessories.
- 3.3.5 The Air-Conditioners are maintained through Preventive Maintenance Contract.
- 3.3.6 Visitors' hall with restrooms serves as a convenient waiting room.
- 3.3.7 Well maintained swings, fish pond, fountain, geese, love bird transform the campus stress free.

S. M. Numa Rani

PRINCIPAL

V.V. Vanniaperumal College for Women
(Autonomous)
(Belonging to Virudhunagar Hindu Nadar)
VIRUDHUNAGAR.



[Signature]

SECRETARY

V.V. Vanniaperumal College for Women
Managing Board
(Belonging to Virudhunagar Hindu Nadar)
VIRUDHUNAGAR