



RAJAPALAYAM RAJUS' COLLEGE, RAJAPALAYAM

(A Linguistic Minority & Co-Educational Institution & Affiliated to Madurai Kamaraj University)

(Re-Accredited with 'B++' (3rd Cycle) CGPA (2.93 /4.00) by NAAC)

RAJAPALAYAM – 626117

INTERNAL QUALITY ASSURANCE CELL

2019 – 2020

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has an Advisory Committee which looks after regular maintenance of College campus. The committee submits its report to the Principal and Chairman of the trust. If required the issues are discussed in Local Managing Committee (LMC) meeting and the necessary steps are taken. The management allocates sufficient fund for the upkeep of the infrastructure and equipments every year.

Lab Maintenance

Science Lab

1. Each laboratory has got sufficient lab equipments as per the requirement of University syllabus and the equipments are periodically inspected.
2. College ensures that repairs are made in a timely manner and prevent any damages from getting worse.
3. The lab equipments are kept away from any extreme heat or cold
4. Timely replacement of damaged parts are done.
5. Each lab has a keen lab technician to look after particular lab.

Computer Lab

1. Computers and accessories are well maintained and serviced as required. Most of the computers and other electronic gadgets have AMC facility
2. Antivirus software is installed in all systems to prevent uncalled for system troubles.
3. A centralized generator is installed in the college
4. Lab has a dedicated lab supervisor who is mainly responsible to look after that particular lab under her domain.

Library Maintenance

1. shelving new materials
2. searching for lost books
3. evaluating the physical condition of the stocks

4. removing and remediating damaged books
5. weeding the collections in accordance with established guidelines
6. recording collection statistics
7. changing location codes of materials, if necessary
8. physical processing and labeling of new materials
9. space planning for collection moves
10. organizing and planning the relocation of materials

III. Sports complex

1. There is a regular inspection and supervision of sports facilities and equipment available in our college.
2. Our college abandons the use of old and exhausted equipment.
3. Maintenance and repair are inappropriate to the extent that the equipment would be possible to reuse; otherwise, leaving such equipment is the best way to follow safety rules.

IV. Classrooms

1. The goal of the college is to maintain a safe, clean and secure environment that will optimize the learning experience for students and staff.
2. The classrooms, lecture halls and tutor rooms are fully furnished with state-of-the-art technology to be at par with the standards set by the world's best institutes. It was regularly overseen by the department staff and representatives.
3. The Teaching-Learning pedagogy used in the classrooms is IT enabled and all classrooms are equipped with a standard array of presentation equipment that provides our faculty with the best multimedia tools for their instructional needs.
4. The smart halls can accommodate up to 120 students, classrooms can accommodate 60 students. It was cleaned and kept in protected.

V. Departments

The respective department maintains a stock register for all relevant equipment. Stock verification is carried out at the end of every academic year and the missing instruments and breakages are noted down.