



**PSN COLLEGE OF EDUCATION
TIRUNELVELI**

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

1. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

2. Laboratory- Record of maintenance account is maintained by lab technicians and supervised by subject faculties of the concerned departments.

3. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment. With the help of the sweepers cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner.

4. Students as well as faculty can convey their problems which are resolved within a set time frame. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.

5. There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.

6. Library- The requirement and list of books is taken from the concerned departments and principal is involved in the process. The finalized list of required books is duly approved and signed by the Principal. Every year in the beginning of session, students are motivated to register themselves in library, library card is issued. Provision of suggestion box is also available.

7. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The record of visitors and movement register on daily basis is maintained.

8. Other facilities Periodical servicing of facilities like Water filters, A.C.s, Fire extinguishers, LCDs, etc. are done as per the academic calendar. All classrooms washroom upkeep is regularly carried out by special supporting staff, the supervision of which is done by the committee in charge. Regular building maintenance is carried out at periodic intervals. Classrooms are wide and spacious, well-lit, and ventilated. The classrooms are dusted and swept regularly after the completion of all the lectures at the end of the day by the cleaning staff. Repairs and maintenance of the furniture as well as electrical appliances is done as and when the need arises.