

# **GOVERNMENT ARTS AND SCIENCE COLLEGE FOR WOMEN, BARUGUR**

## **PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL ACADEMIC AND SUPPORT FACILITIES**

### **Library**

Director of Collegiate Education allots funds in the beginning of every academic year for procuring library books. This fund is allocated by the principal to different departments on the basis of requirement of each department. The heads of departments purchase the books and the details of the books purchased are entered in the Accession Register maintained in the Central library by the staff in charge of library. The departments having department library maintain separate stock register. Library books issue register is also maintained by the concerned department to record the books issued to the staff and the students. At the end of the every academic year, stock verification is ensured through Interdepartmental audit is also conducted to ensure proper maintenance of stock.

### **Class Rooms**

Classrooms and buildings are maintained with the fund allotted by the State Government through Director of Collegiate Education. Details regarding the Civil and Electrical works to be carried out in each class room , staff room, building are collected from the Heads of the departments through staff in charge of PWD for compliance. At the end of the year a work completion is certified by the Principal after verification. Campus cleaning is done by the sweeper, scavenger and PWD staff. Students are also involved in “Clean Campus” task regularly on Wednesday.

### **Sports Complex**

As a part of healthy practice, students are encouraged to partake in sports. Sports articles required are procured periodically and the stock register is maintained by the staff in charge of sports. The college has two grounds for playing various sports like volley ball, kabadi, khokho and others.

## **Laboratories**

Director of Collegiate Education allocates fund to the college in the beginning of every academic year for purchasing and maintaining laboratory equipments. This fund is allocated to various departments by the college council after considering the requirement of each department. Head of the Departments assume the responsibility of placing order for requirements after collecting quotations from leading suppliers and preparing comparative statements. Log registers are maintained in each laboratory to ensure optimum use of laboratories. Equipments issue registers maintained in the laboratories create responsibility on the part of the students for prompt use of equipments. Annual inter department audit ensures proper stock maintenance.