



NALLAMUTHU GOUNDER MAHALINGAM COLLEGE

(AUTONOMOUS AND AFFILIATED TO BHARATHIAR UNIVERSITY)

Re-Accredited with 'A' Grade by NAAC

An ISO 9001 : 2008 Certified Institution

Aided by the Government of Tamilnadu

POLLACHI - 642 001.

Procedures and policies for maintaining and utilizing physical, academic and support facilities - Laboratory, Library, Sports complex, Computers, Classrooms etc.

NGM College has established a well-planned System for up-keeping the physical, academic, and other support facilities on the campus. All Laboratories in the college are well furnished as per the academic requirements and statutory rules. Each Department maintains a separate stock register. Regular maintenance of equipment is done by laboratory attendants. Annual stock verification is done by the Heads of the Department concerned. Qualified Technicians and Electricians are appointed to ensure the smooth running of the laboratories. A team headed by a qualified librarian makes the college library an epitome of academic belligerence. Fully automated Integrated Library Management System (ILMS) and Online Public Access Catalogue (OPAC) facilitate the easy location of books that are categorized and cascaded according to subjects and titles. The book stock is continuously updated with regular budget allocation from the college and is well maintained and protected with herbal insecticides. The library uses barcode technology for easy transactions. A 100 Digitalized Attendance Register is maintained in the Digital and Virtual Library. The Centre for Audio Visual Learning and Reprography facility is run and maintained by the Library Staff. The Department Library is maintained by the respective staff. All the matters related to sports like organizing, planning, and conduct of competitions are done by the Physical Education Department of the college. Required sports articles are purchased and maintained regularly through competent suppliers. The equipment in the fitness center is maintained and serviced by authorized dealers. Pre and Post-class hours are used for regular practice in Sports. Each Department has a smart classroom equipped with LCD projectors and interactive boards which are maintained by the service providers and the college technicians. Management makes sure that an ambient environment for academic performance is ensured to students. The maintenance of buildings and classrooms is

done under the governance of the college-appointed qualified engineer. Classrooms and premises are cleaned on regular basis by the team of cleaning staff headed by a supervisor. College premises are frequently used by social service groups for the conduct of social awareness programs in coordination with various departments of the College. Classes are conducted for school students on yearly basis to make them aware of the options in higher education. Yoga and Meditation classes are conducted by different social service groups. The College premises are used for various Central and State conducted exams, Bank Exams, and exams of Distance Education Programs of different Universities. International clubs like Rotary and Lion's use the college infrastructure to conduct functions and meetings. Maintenance of several gadgets including the generators, Reprography machinery, computers, printers, CCTV cameras, audio systems, and fire seize equipment, air conditioners, and water purifiers are done regularly by the college appointed technicians and by the personnel of service providers when required. Separate restrooms are available for the staff and students of both gender and are cleaned regularly as per duty schedules. Incinerators are effectively used and cleaned. Parking facility earmarked for the two-wheelers and four-wheelers of staff and students is kept clean and maintained by the supporting staff.

The following points will be incorporated into the above paragraph with a suitable place

- Enterprise resource planning (ERP) is a software system used to manage and maintain the functions of a college academic activity effectively.
- The security of the campus is maintained by the Outsourced Security Guards.
- The various facilities like canteen, stationery, Post office, Bank and ATM facilities are maintained by respective service providers.