



# CHIKKANNA GOVERNMENT ARTS COLLEGE

COLLEGE ROAD, TIRUPPUR – 641 602, Tamilnadu

(Affiliated to Bharathair University, Reaccredited with B grade by NAAC)

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

## PHYSICAL FACILITIES

College is situated in a sprawling 37 acre campus with a well-built granite stone based compound wall. There are 6 blocks (A, B, C, D, E & F) in the college campus as well as an indoor sports stadium and an upcoming outdoor stadium. These properties are solely owned by the Govt. of Tamilnadu under the care of the Head of the Institution. The maintenance of the campus itself is a huge task. The requirements for the maintenance yearly conveyed to the Public Works Department of State which in turn present the budget to the state government. Once approved by the government, the maintenance work immediately carried out by PWD. All these work will be monitored by the College PWD committee and the Principal. The physical facilities are maximum utilized by various departments. Also twice in a year students of NSS unit of this college will be engaged in college campus maintenance as a part of their programme. If required, we can request the State Government through district collector to depute staffs to maintain the cleanliness of class rooms as well as the campus. Indoor and outdoor sports stadium are maintained by Sports Development Authority of Tamilnadu (SDAT).

## Academic Facilities

Every year the government sanctions an amount for utilizing and maintenance of academic facilities such as Laboratory, Class rooms, Computers, Library etc. The governing council decides the allocation based on the specific needs of each department.

## Laboratory

For laboratories, the funds are utilized for purchase of consumables as well as non-consumables following the rules of state government. A record is maintained on the

purchase as well as utilization of the materials. Lab technicians, store keepers and staff in charge are all involved in the process. Equipment maintenance are done by technicians from the concerned company.

The students are allowed to use the Laboratories and the Computer facilities following all safety protocols. Any damage to equipment or breakage is to borne out by the students.

### **Classrooms**

It is the Responsibility of the students to keep their classrooms clean and tidy. The College has a well provisioned and well-ventilated class rooms. Any deliberate damage to class room properties such as benches and desks, electrical points *etc.* are to be borne by the class students collectively or individually.

### **Library**

The library is one of the largest repositories of information in this region. It is modern in terms of services, infrastructure and information technology applications.

The college Library System consists of General Library and 15 departmental libraries which collectively support the teaching, research and extension programmes of this College. All students, faculty members and employees of the Institute are entitled to make use of the Library facilities on taking library membership. Besides, the library has a huge collection of general books.

The Library transactions are carried out by Bar Code Technology. It has the facility of Web OPAC-online search. So the library catalogue can be accessed through intranet, in future through internet. And the library has subscribed to online journals and E-resources in the field of Arts, Science and humanities through INFLIBNET.

The Library has proposed to have access through mobile for the benefit of the students and staff to facilitate easy access to the faculty, Students and Research Scholars.

The below mentioned procedures are to be followed

- ID card is mandatory to enter into the Library
- ID card is not transferable
- Sign in the register kept at the entrance counter before entering the library
- Writing in, Marking or harming in any way, any belonging to the library is strictly forbidden.

- If found any damage or defacement, the borrower will be responsible to replace a new one.
- If lost the book, the borrower have to replace a new one, else pay triple the cost of the book.
- ID card is compulsory for those who lend books for taking photocopies.
- Silence to be maintained
- No louder discussion permitted inside the library
- Personal belongings not allowed inside the library
- Textbooks, printed materials and issued books are not allowed to be taken inside the library
- Mobile phones are strictly prohibited in the library.
- Faculty can access the Lending service on all working days.
- During power/system failure the circulation counter services will be temporarily suspended.
- Readers must respect the serene atmosphere of the Library and avoid behavior likely to agitate other readers.

### **Sports**

Sports department has all the necessary equipment and play field. SDAT is located inside the campus and has MOU by which staffs and students can utilize the facilities at any working time. SDAT has 12 badminton indoor court, Basketball court, kabaddi court are available. This college has its own ground with multipurpose facilities like 400m track, Football, Hockey fields and Cricket ground. Volley ball and ball badminton outdoor courts and well equipped gym facilities are available.

Every year sports fund is allotted by the government of Tamilnadu for purchase, conducting games and sports, maintenance and expenses towards participation in tournaments and matches. A marker has been appointed in PTA fund for supporting the department. Every year at the end of even semester, various sports and games activities are conducted for both staffs and students. Group and individual participations are conducted and they are honored during college sports day with medals and cups. Every day students are allowed to utilize the gym facilities from 2 pm to 5 pm. Different time table are maintained for female and male and recorded in register. Students will be provided the sports equipment after recording in issue register. Any damage caused will be borne by the students. Damaged goods will be auctioned once in 3 years.

All furnitures, equipments and periodicals are internally audited by appointing several committees. Audit reports will be submitted to the principal. Concerned departments are accountable for any missing items.

### **Computer and Internet Facilities**

The college has 10mbbs leased line broadband connectivity and it is accessible by all the department at their premises which is sponsored by Rotaract club of Tirupur North and maintained by college. There are 2 centralized computer lab available with 70 computers with inter and intra network facilities and it is utilized by all the department on rotation and need basis. A staff is deputed to oversee these labs. Students are allowed inside without shoes and strict regulations has been pasted in front of the labs. These two labs are created under RUSA scheme. We have a UGC sponsored computer lab with 10 system which has continuous powers supply and internet. The same rule is being followed in all the computer labs and it is monitored by the lab attender and staff in charge.

### **Canteen**

The College offers separate space and building for operating the canteen services on Contract. It is now run by a FSSAI certified person and offers Hygienic food at affordable rates. The canteen is open on all working days.

**PRINCIPAL**