

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. (10)

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words:

Pillai HOC College of Arts, Science and Commerce has many resources that are utilized for the benefit of teaching, non – teaching staff and students.

The policy believes in maximum utilization of available resources.

Resource in charges are to make sure that:

1. Resources are all set and provided whenever required.
2. Resources are maintained and upgraded from time to time
3. Resource utilization and maintenance is recorded.
4. The Principal is informed about usage of particular resource

Utilization of Resources:

1. Prior intimation is given by every department for resource utilization to the maintenance supervisor concerned.
2. Permission is taken from the principal regarding the requirement of resources.
3. Information regarding requirements for the utilization of resources are also provided to the maintenance supervisor.
4. The same is communicated in written and oral to the concerned supervisor so as to make the resource available.
5. Intimation is given to concerned authorities after resource utilization of resources.

Procedure for Repairs and Maintenance of Resources:

- 1) Every in-charge regularly checks the resource available in their custody and verifies its working condition.
- 2) Accordingly, reports of maintenance requirements are communicated to the Principal.

- 3) Maintenance supervisor segregates complaints in urgent and annual maintenance categories.
- 4) The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the Principal
- 6) After the maintenance of a particular resource it is informed and a satisfactory remark is taken from the concerned maintenance supervisor and the same is reported to the principal.