

JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS)



PERIYAKULAM - 625 601, THENI DT.

Accredited with 'A' Grade (Cycle 3) by NAAC

DST - FIST Supported College

(Affiliated to Mother Teresa Women's University, Kodaikanal)

☎ Res : 04546 - 231382
Off : 04546 - 231482
Fax : 04546 - 231482

Website : www.annejac.com
E-mail : principal@annejac.com

Policy on Campus Infrastructure,

Maintenance and Utilisation

The college with its long existence provides adequate infrastructure facilities to the staff and students for effective teaching-learning processes. Whenever a new programme is started, additional infrastructure and necessary facilities are provided immediately. The college shall constantly maintains, updates and replaces all the physical, academic and other support facilities.

The institution has established the following systems and procedures for maintaining and utilizing physical, academic and other support facilities.

Maintenance of the facilities

- The Secretary of the college is responsible for maintaining all the infrastructure facilities in the campus.
- All the buildings are painted once in three years and dusting is done once in a month.
- Any repair work that has to be rectified is represented to the secretary through the HoD's, and the persons responsible for it.
- Carpenters and electricians maintain furniture and electrical fittings.
- A separate register is maintained to record the repair and the rectified work.
- Any requirement of new equipments and replacement of repair equipments are informed to the Principal through the Heads of the Departments.
- Campus and the class rooms are cleaned daily by the persons appointed for it and are supervised by the office superintendent.
- Washrooms are cleaned twice a day daily.
- The garden and the greenery of the campus are maintained by the gardener appointed by the institution.
- Lab assistants headed by the system administrator maintains the computer systems and network facilities.

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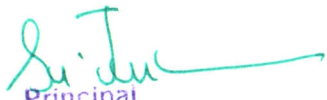
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- Hardware, software and power backups in computer centres are maintained by service engineers and the respective vendors.
- Sports equipment, courts and tracks are maintained by the person appointed for it and broken equipment are replaced with the permission from the Principal.
- Water is managed by the person appointed for it.

Utilisation of the Facilities

- The classrooms are allotted to the departments by the Vice-Principal according to the strength of the students.
- LCD projectors, Interactive pen displays, and smart boards are utilised for ICT enabled teaching-learning processes.
- Auditorium/ Seminar Halls can be prebooked by the departments/ clubs/ cells to organise Conferences/ intercollegiate meets/ meetings.
- A separate register is maintained to book the auditoriums/seminar halls
- Bus facilities can be utilised for field visits/outreach programmes by getting prior permission from the secretary.
- Guest rooms can be booked for the resource persons through the person responsible for it.


Principal
Jayaraj Annapackiam College
for Women (Autonomous)
Periyakulam - 625 601.
Theni District.