

G.T.N. Arts College (Autonomous), Dindigul -5

MAINTENANCE AND UTILIZATION POLICIES

The Institution follows a systematic and transparent procedure in purchase, maintenance and utilization of equipments for Laboratories, Computers, Sports Equipments, Library Books and other support facilities.

1. Laboratory

1. (a) Maintenance of Laboratory

- ✓ Stock Register is maintained in all departments to enter items regularly.
- ✓ 15 trained lab-assistants are appointed in laboratories.
- ✓ Internal stock verification is done every year by a committee constituted by the Principal. Follow up action is taken on the committee's recommendations.
- ✓ Maintenance of equipments is done every year.
- ✓ Fire extinguishers are installed and maintained in all laboratories.
- ✓ Instruments and equipment are serviced under per call scheme.

1. (b) Utilization of Laboratory

- ✓ Lab timetable is included in the main workload of the department.
- ✓ Theory papers are suitably supplemented with hands-on practical papers.

2. College Library

2. (a) Maintenance of College Library

- Library functions between 9 am and 5 pm on all working days.
- Library has partially automated KOHA software.
- Library Stocks are classified into Tamil, English, History, General, Chemistry, Biology, Mathematics, Physics, Commerce, Economics, Computer Science, Reference and Competitive Examinations.
- Library divided into Stock section, Reference section, and Periodical section, Research Section, E Resource Section, Circulation Section and Reading Hall.
- An extensive internal stock Verification is done regularly.
- Assigned with a call number the books are arranged in their respective subject rack.
- Attendance of library users is entered using gate entry register facility.
- New Arrivals are displayed in the new arrival rack.
- Audio and Visual Material Like Tape Cassette, Video Cassette (VCD), Compact Disk (CD) and Digital Versatile Disc (DVD)
- Practical Note, M.Phil. and Ph.D. Thesis submitted to library are kept in a separate place as reference books.
- Books availability can be verified with OPAC facility.

- Library Committee with the Principal, Librarian, Two Faculty Members and Two Students is convened once in a year and to offer suggestions and recommendations.
- Adequate number of fire extinguishers are installed and maintained.
- The movement of library users is watched through CCTVs.
- A separate Audio-Visual hall is available.
- Bound Volume of old periodicals available.
- Rare Books are available to use the users.
- Books and materials are properly maintained.
- Library has a website – <https://gtncentrallibrary.wordpress.com>.
- The students SMS service is available for taking the books and return the books in a particular time.

2. (b) Utilization of Library

- Useful Newspaper clippings about the Current Awareness, Job Opportunities are displayed.
- Digital Library using National Digital Library of India (NDLI)
- The users can Download and read E-Book, E-Journal, and E-Database using INFLIBNET-NLIST and DELNET databases.
- A reading room with books, Periodicals and Competition Examination materials.
- Staff and Students can borrow books using their ID card.
- The Library and the Readers Club conduct Competitions and Seminar to motivate the students. Competition Winners awarded book and certificate.
- Photocopying, Printout from internet and scanning facilities are offered.
- E-PG Pathshala service available in the library.
- Certificate in Library and Information Science Course is available.
- A separate cabin of 6 computers is available with online facilities.

3. Sport Complex

3. (a) Maintenance of Sports Complex

- Systematic approach and technical procedures are adopted in purchasing and maintaining the sports materials and infrastructure facilities for the proper utilization of the student community in the college.
- Under able guidance of the Director of Physical Education students were motivated, educated and trained to participate in the sports and games activities at various levels with the help of coaches from different disciplines.
- The marker was trained in maintaining the play fields at high standards and instructed in supplying the play field materials sufficiently as required by the students.

- Proper electrification of the floodlights in the Basketball Court and in the Indoor Stadium was regularly / periodically checked and consistently try to maintain better lighting.
- Annual games to all the staff, students including Physically Challenged was periodically planned and conducted in a splendid manner.
- Annual Stock Verification was carried out every year and the damaged materials were any record auctioned with the permission of games committee and the condemned materials were destroyed.

3 (b). Utilization of Sports Complex:

The Fitness Centre with multi technical gym materials and the Indoor Stadium made a mark in keeping the staff and students to be fit.

Utilization of Indoor Stadium

6.00am to 7.30am – for the Boys and Men Staff

8.00am to 8.30am – for the Girls and Women Staff

3.00pm to 4.30pm – for the Girls and Women Staff

4.30pm to 6.00pm – for the Boys and Men Staff

- Every year Department of Physical Education is organizing National and State level Handball Tournaments.
- Intramural Sports and Games were organized every year.
- Yoga training was conducted to the entire First year student.
- Also organized so many Madurai Kamaraj University Zone level Tournaments and Inter Zone Tournaments Handball Women, Boxing Men, Weight Lifting Men & Women, Power Lifting Men and Best Physique and selection of University Team to All India Inter University Tournaments.
- Further organized State and District level selection trails of Handball and Basketball for the State and District teams.

4. Computer

4. (a) Maintenance of Computer

- All computers in the lab are maintained by 2 System Engineers appointed in the institution.
- The good quality computers procured from LENOVO, HCL, DELL, Zenith with adequate power backup facilities using UPS and Generator.
- The timetable for practical classes is designed in advance for every computer department.
- Computer network using both LAN and WAN through Fibre Optic Cable (FOC).

- The NETFOX FIREWALL security software is used to monitor unwanted users and K7 Antivirus software is used to control the virus.
- The internet service is provided by BSNL and JIO using separate leased line with 60 MBPS speed.

4. (b) Utilization

The student – computer ratio is 2:1.

Student project work is maintained by each department.

Online VIVA – VOCE examinations for Ph.D. scholars and Webinars conducted through ZOOM.

Engineering Counselling for Directorate of Technical Education (DOTE), Chennai, Medical Counselling and Registration, Training for Treasury officials and Police Personnel are being conducted.

5. Classrooms

5. (a) Maintenance

- The Classrooms are well kept with adequate provisions of Tables, Chairs, Fans and Lighting.
- The Academic Blocks are provided with UPS Facilities.
- All classrooms are provided with dust bins.
- Smart classrooms are provided to enrich the knowledge of students.

5. (b) Utilization

- After class hours the rooms are utilized to conduct department Association Meetings, Competitions and for Certificate Courses.
- Some classrooms are provided with LCD Projector facility for Audio Visual Experience to students.