



VIDHYA SAGAR WOMEN'S COLLEGE

(Affiliated to University of Madras)

Accredited at 'A' Grade by NAAC

Procedures and Policies

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and in the interest of students.

1. Library

The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.

2. Sports

Regarding the maintenance of sports equipment the college sports in charge is deputed

3. Computers

- Centralized computer laboratory established to enrich the students.
- ERP software is used for maintaining faculty and students details.
- Each Department having appropriate computer for their requirements.
- Open access journals facilities are available.

4. Classrooms

The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.

Administrative officers will take in charge for student's academic requirements

5. Laboratory

Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments.

Maintenance of laboratories are as follows:

The calibration, repairing and maintenance of sophisticated lab equipment's are done by

the technicians of related owner enterprises.

6. Additionally

- There is lab instructors in every department, who maintains the sophisticated by physically verifying the items round the year.
- Department wise annual stock verification is done by concerned Head of the Department.
- Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty incharge.
- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
- College campus maintenance is monitored through regular inspection.
- Upkeep all facilities and cleanliness of environment in women's hostel is maintained through Hostel monitoring committee.
- The maintenance of the reading room and stock verification of library books is done regularly by library staff.