

## **POLICIES AND PROCEDURES**

### **INFRASTRUCTURE AUGMENTATION**

The Management of Sakthi College of Arts and Science pays much attention in developing the Physical, the Academic and the Support Facilities in the college campus. The policy of the Institution is to rise and augment infrastructural facilities to cater to the growing needs in the teaching - learning process. Such an effort would bring the benefit of better value for funds, enhanced quality service and increasing efficiency.

The college has adequate infrastructural facilities to run the academic and administrative programmes. The college campus spreads over 5.2 acres of serene eco friendly academic ambience. It is blessed with a congenial atmosphere essential for a vibrant scholastic learning process.

The institution has sufficient number of Class rooms, Library, Laboratories, Seminar Hall, Auditorium, Canteen and Playgrounds. As the number of courses offered by the college increases, the requirement for additional class room also increases. To meet this demand the Management sanctions sufficient funds. New infrastructure is created and the existing ones are upgraded. Stable and proper maintenance of infrastructure has helped the optimal usage of existing facilities.

The institution has spacious, well-ventilated and adequately furnished classrooms. Each class is provided with fan, LED bulbs, light, adequate seating facilities. The classrooms consist of a raised platform and the traditional blackboard for better teaching activity. The neem trees that peep through the windows spread the message of goodness to the students. All class rooms are connected to the Principal's Chamber with Public Addressing system.

#### **The Procedure:**

The infrastructure policy of the College is designed, developed and revised keeping in view the statutory requirements, the technological developments and the infrastructure need analysis. At the end of the every academic year, the availability and the working condition of all types of facilities in the campus are inspected and listed down. In addition, the College Council prepares lists based on the needs at all

levels. A discussion is held with the Principal of the college regarding the requirements and the final consolidated list is brought to the perusal of the Management. The Management heeds to the requirements and sanctions the needs. With the well-structured plan and budget, the Physical, Academic and the Support facilities are fulfilled at once.

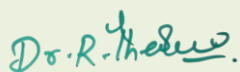
#### **Maintenance of Infrastructure:**

- The college campus is maintained by the employed workers with utmost care.
- The staff are allotted block wise, for the daily cleaning and maintenance of the classrooms.
- The technical workers, employed by the college look after the maintenance of laboratory equipment, development and maintenance of the college website and installation and maintenance of software, the installation and maintenance of CCTV cameras, LED displays and touch screen devices.
- The security guards have been appointed for the campus security.
- Non-regular works such as painting, carpentry, etc. are outsourced by the Management.

#### **User-conducive Campus:**

- The Management adopts certain measures to make the campus user-conducive: Classroom furniture are checked and repaired regularly.
- Gardening and watering plants are systematically.
- The in-house staff looks after all the electrical and the electronic repairs
- The entire campus is cleaned daily.
- The college maintains healthy ambience by maintaining Plastic-free Campus and Litter-free Area.

**PRINCIPAL**

  
**[Dr. R. Thenmozhi]**

## INFRASTRUCTURE IN SAKTHI COLLEGE OF ARTS AND SCIENCE

Floors	No. of Class rooms	No. of Laboratories	No. of Toilets	Other Special Rooms	Administrative Purpose
<b>MAIN BUILDING</b>					
Ground Floor	4	UG Chemistry Lab:1 PG Chemistry Lab:1 Zoology Lab:1	1	Mini Seminar Hall : 1 Staff Room : 3 Auditorium: 1 Carrier Guidance Cell: 1	Principal Room: 1 Chairman Room:1 Office Records Store room: 1 Playground: 1 College Buses: 32
I Floor	12	Computer Science Labs: 3 Server Room : 1 UG Physics Lab: 1	16	Department: 2 Smart Classroom: 1 Wellness Room :1	Examination Records Maintenance: 2
II Floor	12	PG Physics Lab: 1 Library : 1 Digital Library: 1 R & D Cell: 1	16	Department: 2 Smart Classroom: 1	-
III Floor	15		16	Department: 3 Smart Classroom: 1 Audio Visual Lab: 1	
IV Floor	19		16	Smart Class room: 1 Department: 1 Meditation Room - 1	
Terrace		Solar Panel			
<b>BUILDING - II</b>					
Ground Floor			1	Motor Room: 1 Store Room: 1	
I Floor			-	Physical Education Dept: 1 Technical Staff Room: 1	Administrative Office Room: 1 Fee Collection Counter: 3
<b>BUILDING - III</b>					
I Floor	-	Computer Science Lab : 1 English Language Lab: 1	-	Career Guidance Cell : 1 Recreation Club: 1	-

<b>BUILDING - IV</b>					
Ground Floor				Canteen: 1 Stationary Room: 1 Xerox Room: 1	Room for Electrical Support Facilities: 1
<b>BUILDING - V [HOSTEL]</b>					
Ground Floor		Visitors Hall-1 Television Hall- 1 Recreation Hall-1 Dining Hall – 1 Residential Rooms - 40	Bath rooms: 10 Toilets:10	Meditation Hall-1 Reading Room –1 Wellness Room – 1	Warden Room – 2 Kitchen –1 Store Room - 4 Bio-gas - 1

**PRINCIPAL**

*Dr. R. Thenmozhi*  
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