



# SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution Recognised under section 2(f) and 12(B) of the UGC Act 1956 and

Accredited by NAAC with A<sup>+</sup>

TIRUCHENGODE – 637 205, NAMAKKAL DT., TAMILNADU



AQAR (2023 – 2024)

## CRITERION 4 - INFRASTRUCTURE AND LEARNING RESOURCES

4.4.2 – There are established systems and procedures for maintaining and utilizing Physical, academic and support facilities – Laboratory, Library, Sports, Complex, Computers and Class rooms etc.



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# SENGUNTHAR ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

NAAC Accreditation A<sup>+</sup> (2<sup>nd</sup> Cycle)

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TIRUCHENGODE - 637 205, NAMAKKAL DT, TAMILNADU

**Dr. S. RAVIKUMAR, M.Sc., M.E., M.Phil., Ph.D.,**  
PRINCIPAL

Date:

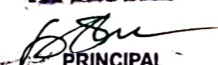
## MAINTENANCE POLICY

The college has established transparent procedures for the utilization and maintenance of all physical, academic support facilities. There are well defined policies for Purchase and Maintenance of facilities. The Laboratories and Library have a detailed SOP aiding the various processes in their daily transactions. The Management allocates budget every year for the repair and maintenance of the college infrastructure facilities with respect to the requirements every year. The Purchase or the Replacement of the equipment's is based on the inputs from various stakeholders like students and staff through feedback, maintenance books and suggestion boxes. The requirement for facility upgradation/addition is discussed at different forums of Managing council members and College maintenance coordinators meeting with the Principal.

### **Policy for Maintenance of Physical Facility**

- The college maintenance committee oversee the maintenance of the College
- The committee headed by Principal with co-convenor, who in turn monitors the work of the support staffs
- The teachers and the students report infrastructural malfunctions through the complaint registers kept in the Administration office.
- The complaint registered are followed up and rectified by in-house maintenance staff
- The supervisor takes care of electrical, plumbing, carpentry or any other related maintenance work of the campus.
- The College has a full time electrician to handle day-10-day issues of malfunction of the electrical equipment.
- The gardener maintains the landscape campus gardens
- The College security operations are supervised by security officers provide security throughout the College campus round the clock.

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**PRINCIPAL**


## Scrap Disposal Maintenance Policy

The scrap management is done at the institute level. The Institute follows the policies laid by the Management for disposal of damaged items. The Management strongly insists in following the policy of reduce-reuse-recycle. The condemned items are examined for if they can be reused before discarded as scrap.

### Policies of Maintenance Academic & Support Facilities:

- All the departments submit the requirements for library, laboratory etc., at the end every academic year. The requirements list the purchases to be made for the next academic year.
- All purchases and service prescriptions are handled by the Department by inviting quotations. Once the purchase is approved by the management and places the order.
- The quotations are prepared by the departments and are presented before Principal for deliberations. It is further presented to Management for final approval. Once sanctioned, it is forwarded for the Purchase.
- Upon receipt of the delivery, it is verified with the invoices and receipt Note is made. An entry is made in the Stock Register.
- All the invoices are forwarded to the Accounts Department for the final settlement with Purchase order.
- The Maintenance committee and Heads of the Department is in charge of proper maintenance and upkeep of the Infrastructure. A maintenance register is maintained by each respective laboratories.
- The computers, Wi-Fi facilities in classrooms, LAN connectivity is maintained and upgraded regularly by the IT team. IT team maintains the contracts with the suppliers of ICT based instrumentation and up gradation of hardware and software's.

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- Issues related to Computers, Servers, and Printers, Networking and System security identified by Lab Technicians are reported to IT coordinator through HOD and the support team will clear the issues.

## **Tenure of the Committee:**

The Committee will hold responsibilities for a term of three consecutive academic years.

## **Periodicity of the meeting:**

The Committee will meet at least twice in an academic year to review the maintenance

Activities.

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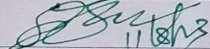
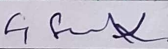
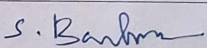
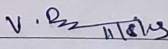
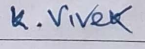
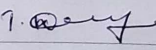
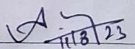
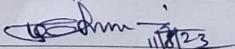
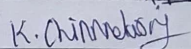
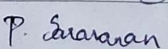
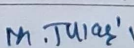
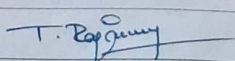
Date : 11.8.2023

Minutes of the Meeting of the Sengunthar Arts and Science College Maintenance

Committee held on Monday, 11 August, 2023, at 4.45 Pm in Placement cell.

## AGENDA

- Review of Previous Meeting.
- To Discuss the requirements of Electrical maintenance.
- Plan major annual events in the college, such as annual day, sports events, cultural events etc.,
- To Ensure regular maintenance of the building, equipment's of the institute.

S.NO	NAME	SIGNATURE
1.	Dr.S.Ravikuamr (Principal) Convenor	
2.	G.SenthilKumar, Co-Convenor Assistant Professor in Computer Science	
3.	S.Balachandar Assistant Professor in Computer Science	
4.	V.Balasubramaniyam Assistant Professor in Computer Science	
5.	K. Vivek Assistant Professor in Biotechnology	
6.	P.Krishnamoorthy Assistant Professor in English	
7.	A.Kumaresan Assistant Professor in Physics	
8.	M.Gopinath Assistant Professor in Mathematics	
9.	K.Chinnadurai Assistant Professor in Mathematics	
10.	R.Saravanan Assistant Professor in Tamil	
11.	Mrs.M.Tulasimani Libraian	
12.	T.Rajamanickam Assistant Professor in Commerce (CA)	



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### MINUTES OF MEETING

- The Work Completion of Last meeting was discussed.
- Discussed on Electrical requirements, to be fulfilled on next week.
- Committee members asked students to arrange the requirements of various events. like annual day, sports day etc..
- Ensured the regular activities of Maintenance committee.


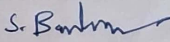
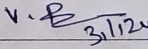
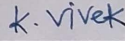
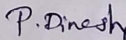

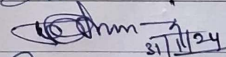
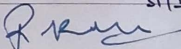

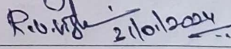
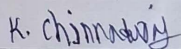
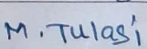
  
PRINCIPAL

**Date: 31.1.2024**

Minutes of the meeting of the Sengunthar Arts and Science College Maintenance  
 Committee held on Wednesday 31 January 2024, at 1.30 Pm in Placement cell.

**AGENDA**

- Review of Previous Meeting
- Plan for the major purchase requirement for this academic year after pandemic period
- To discuss the requirements of chemicals and laboratory things.
- To discuss on Safety and Security.

S.NO	NAME	SIGNATURE
1.	Dr.S.Ravikuamr (Principal) Convenor	
2.	S.Balachandar, Co-Convenor Assistant Professor in Computer Science	
3.	V. Balasubramaniyam Assistant Professor in Computer Science	
4.	K. Vivek Assistant Professor in Biotechnology	
5.	P. Dinesh Assistant Professor in English	
6.	Dr. D. Mahendran Assistant Professor in Botany	
7.	M. Gopinath Assistant Professor in Mathematics	
8.	R. Rajarajeswari Assistant professor in Biotechnology	
9.	S. Saravanan Assistant Professor in Economics	
10.	R. U. Vignesh Assistant Professor in Commerce	
11.	K. Chinnadurai Assistant Professor in Mathematics	
12.	Mrs. M. Tulasimani Libraian	





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### MINUTES OF MEETING




- The Work Completion of Last meeting was discussed.
- The Co convenor assured various departments asking requirements will be completion on priority basis within a month.
- The Safety & Security Coordinator was instructed to ensure all the staffs and students wearing mask compulsory in the college campus.

  
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# LAB COMPLIANT REGISTER

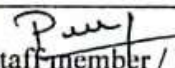


Academic year: 2023 – 2024

Date : 27.7.2023


Name of the Department	BIO Technology
Name of concerned staff member/student	U. Sathish
Staff / student ID	23UBT1201
Lab Name	U1 - BIO Technology
Nature of complaint	Hot air oven
Brief description of complaint	Hot air oven not working and soft service
Complaint submission Date	27.7.2023
For  Signature of staff member / Lab incharge	 Signature of HOD
 PRINCIPAL	

## Official Use Only

Date : 09.08.2023

Name of the Department	BIO Technology
Name of concerned staff member/student	A. Uopinath
Staff / student ID	21B1202
Lab Name	U1 - BIO Technology
Nature of complaint	Incubator Shaker only
Brief description of complaint	The function is abnormal
Complaint submission Date	09.08.2023
For  Signature of staff member / Lab incharge	 Signature of HOD
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Roll NO.	PARTIC NAME	AL	TIME IN	TIME OUT	SIGN
<b>DATE: 08.08.22</b>					
<b>Hour: 3-5</b>					
<b>Practical: Cell Biology</b>					
<b>Day order: IV</b>					
<b>Class: I-VI-ET</b>					
<b>Shift: ML</b>					
1	22UBT1202	D. Boornika	12.05	4.00	D. Boornika
2	22UBT1205	D. Gokila	"	"	D. Gokila
3	22UBT1211	R. Sheela devi	"	"	R. Sheela devi
4	22UBT1207	R. MOHAROA	"	"	R. MOHAROA
5	22UBT1209	P. Roshni	"	"	P. Roshni
6	22UBT1204	S. Phanusri	"	"	S. Phanusri
7	22UBT1212	U. Sanja	"	"	U. Sanja
8	22UBT1208	T. Rajeshwari	"	"	T. Rajeshwari
9	22UBT1210	S. Saratha	"	"	S. Saratha
10	22UBT1203	S.V. POOVARASAN	"	"	S.V. POOVARASAN
<b>DATE: 09.08.22</b>					
<b>Hour: 3-5</b>					
<b>Practical: Immunology</b>					
<b>Day order: V</b>					
<b>Class: III-VI-ET</b>					
<b>Shift: ML</b>					
1	21B1202	Gopinath A	12.05	4.00	Gopinath A
2	21B1202	Kirubakaran J	12.05	4.00	Kirubakaran J
3	21B1204	Meenakshi P	"	"	Meenakshi P
4	21B1205	Prasath k	"	"	Prasath k
5	21B1206	Pravin Kumar S	"	"	Pravin Kumar S
6	21B1207	Bindha K	"	"	Bindha K
7	21B1208	Kavitha P	"	"	Kavitha P



S.N.	ROLL NO.	PARTICULAR NAME	TIME IN	OUT	Signature
<u>Date: 27.07.22</u> <u>Dry Order: IV</u> <u>Hour: 2-5</u> <u>Class: I - UG - BT</u> <u>Practical: Cell biology</u> <u>Staff: ML</u>					
1	22UBT1201	C. Dhanush	12.05	4.00	C. Dhanush
2	22UBT1202	S. N. Manojkumar	12.05	4.00	S. N. Manojkumar
3		G. Sathish	12.05	4.00	G. Sathish
4	22UBT1203	D. Boornika	12.05	4.00	D. Boornika
5	22UBT1205	B. Gokila	12.05	4.00	B. Gokila
6	22UBT1209	P. Roshni	12.05	4.00	P. Roshni
7	22UBT1212	U. Soniya	12.05	4.00	U. Soniya
8	22UBT1207	R. Mohana	12.05	4.00	R. Mohana
9	22UBT1211	R. Shobalevi	12.05	4.00	R. Shobalevi
<u>Date: 28.07.22</u> <u>Dry Order: V</u> <u>Hour: 8-5</u> <u>Class: III - UG - BT</u> <u>Practical: Immunology</u> <u>Staff: ML</u>					
1	21B1201	S. Arun	12.5	4.00	S. Arun
2	21B1202	A. Gopinath	12.5	4.00	A. Gopinath
3	21B1203	L. Kirubakaran	12.5	4.00	L. Kirubakaran
4	21B1204	P. Meiyarasu	12.5	4.00	P. Meiyarasu
5	21B1205	K. Prabath	12.5	4.00	K. Prabath
6	21B1206	S. Pravin Kumar	12.5	4.00	S. Pravin Kumar
7	21B1207	K. Boindha	12.5	4.00	K. Boindha
8	21B1208	R. Kavanya	12.5	4.00	R. Kavanya
9	21B1210	R. Vijayalakshmi	12.5	4.00	R. Vijayalakshmi