



VIVEKANANDA COLLEGE

College with Potential Excellence

Residential & Autonomous – A Gurukula Institute of Life Training,

Affiliated to Madurai Kamaraj University

Reaccredited with 'A' Grade (3.59 out of 4.00) by NAAC

Managed by Sri Ramakrishna Tapovanam, Tirupparaiturai, Trichy Dist.

TIRUVEDAKAM WEST, MADURAI DISTRICT, TAMIL NADU – 625 234



Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

General Procedures and Policies

The infrastructure policy of the college is designed, developed and revised keeping in view the statutory requirements, technological developments, infrastructure need analysis and the guidance of the Governing Body.

Maintenance of Physical, Academic and Support Facilities

The responsibility for maintaining infrastructure is jointly shared by different authorities of the institution under the overall leadership of the college Secretary. The Secretary of the College and Manager Swamiji of Ashram take care of maintenance of buildings, class rooms and laboratories. Three wings namely Construction Engineering Wing, Carpentry Wing and Grill Works Wing are located in the campus itself.

As and when, college requires repairing and maintenance work, the request letter is sent through the Principal to the Secretary/Manager. The requirements will be fulfilled immediately with the existing employee force.

At the end of each semester, a consolidated report will be submitted to the Secretary/Manager about maintenance work to be carried out during vacation.

Regular maintenance of computer systems is carried out. Maintenance register for the completed work and annual stock taking is maintained. After three years, either computers are replaced or maintenance will be carried out.

Utilization of Physical Facilities

The college has revived the ancient Gurukula system where all the students stay in the college with activities from dawn to dusk. Hence, during day time the buildings are used as classrooms, in the early morning and night as supervised study hour centres, in the morning and evening as yoga centres and after 9.30 p.m. as bedding halls for the students.

They avail the physical facilities of the college such as Language Lab, Internet Browsing Centre, Computer Lab, Library, Play ground and Gymnasium between 4.00 p.m. and 9.30 a.m. for their all-round development. The class rooms of Kumaran building are utilized for conducting centralized examinations separately.

For conducting seminars, conferences, special lectures, workshops, the Audio-Visual Hall, Auditorium, Smart Class Rooms and Prayer Hall are utilized. Thus, we make the optimum utilization of buildings has been ensured.

Utilization of Academic Facilities

The college Central Library works twelve hours per day during working days. In addition, each department is equipped with a department library. For **Self Study Scheme (SSS)** which is introduced by the college to improve the knowledge of the students, the library service has been extended to the students from **6.30 p.m. to 8.00 p.m.** where a student is provided with an opportunity once in two weeks to visit the library during night study hour.

The laboratories in the Science Departments are utilized by the students during the practical hours.

All the students utilized the computer labs. The computer labs are optimally utilized by providing practicals to the students during the practical hours and providing internet access to all the inmates by rotation during out of class hours. Besides this, laboratories are used for online examination, pooled placement events and conducting weekly student development programmes.

The language lab is utilized by the students during the respective class hours for academic purposes. In order to develop the language skills of the students, the inmates allowed to use the lab by rotation during out of class hours.

Utilization of Support Facilities

Sprawling playground which accommodates all the students for doing *Suryanamaskar* every morning and mass drill once a week in the evening. As per the Daily routine of the college, all the students should play any game or practice any sport in the evening. The playground is also utilized by the students to develop their individual/group skills through martial arts.

The students utilize the UGC sponsored indoor stadium for playing indoor games and performing gymnastics. Indoor Stadium is also used for doing Yogasanas for all the students thrice a week in the evening.

Fitness Centre cum Gym is also utilized by the students to get jobs in the uniformed services and also to maintain their body as fit.
