



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
Accredited by NAAC
Tiruchengode – 637 205, Namakkal Dt., Tamilnadu



AQAR (2022-2023)

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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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 equipments 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 Committee 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- convener , 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-to-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

ATTESTED


PRINCIPAL
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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 submits 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 the IT team. IT team maintains the contracts with the suppliers of ICT based instrumentation, and up gradation of hardware, and softwares.

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Date:

- Issues related to Computers, Servers, 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 atleast twice in an academic year to review the maintenance activities.



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PRINCIPAL

PRINCIPAL
SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205.

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PRINCIPAL
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Date: 10.08.2022

Minutes of the meeting of the Sengunthar Arts and Science College Maintenance Committee held on Wednesday, 10 August, 2022, at 4.44 P.M. in Placement cell.

AGENDA

- Review of Previous Meeting.
- Plan for the major purchase requirement for the current academic year.
- To discuss the requirements of chemicals and laboratory things.
- To discuss on safety and security.




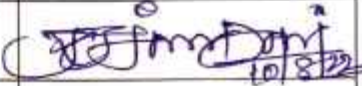


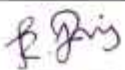
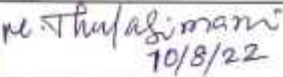

S. No	NAME	SIGNATURE
1.	Dr. S. Ravikumar (Principal) Convenor	
2.	Dr. G. Dhana Sekaran, Co-Convenor Assistant Professor in Zoology	
3.	Mr. S. Balachandar Assistant Professor in Computer Science	
4.	Mr. V. Balasubramaniam Assistant Professor in Computer Science	
5.	Mr. K. Vivek Assistant Professor in Biotechnology	
6.	Mr. P. Dinesh Assistant Professor in English	
7.	Dr. D. Mahendran Assistant Professor in Botany	
8.	Mr. P. Ramesh Kumar Assistant Professor in Electronics	
9.	Mr. M. Gopinath Assistant Professor in Mathematics	



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S. No	NAME	SIGNATURE
10.	Miss. R. Rajarajeshwari Assistant Professor in Biotechnology	 10/8/22
11.	Mr. S. Saravanan Assistant Professor in Economics	
12.	Mr. M. Arunachalam Assistant Professor in English	
13.	Mr. K. Chinnadurai Assistant Professor in Mathematics	 10/8/22
14.	Mr. T. R. Prakash Assistant Professor in Microbiology	 10/8/22
15.	R. Shanmuga raja Physical Director	
16.	Mr. R. Saravanan Assistant Professor in Tamil	
17.	Mrs. M. Tulasimani Librarian	 10/8/22
18.	Mr. S. Sekar Assistant Professor in Commerce CA	

MINUTES OF MEETING

- The work completion of Last meeting was discussed
- The Co Convenor assured various departments asking requirements will be completion on priority takes within a month.


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Date: 30.01.2023

Minutes of the meeting of the Sengunthar Arts and Science College Maintenance Committee held on Monday, 30 January, 2023, at 4.44 P.M. in Placement cell.

AGENDA

- Review of Previous Meeting.
- To discuss the requirement of Electrical maintenance.
- Regular cleaning of college floors, class rooms, laboratories, reset room are being done by the house keeping team
- Plan major annual events in the college, like 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. Ravikumar (Principal) Convenor	
2.	Dr. G. Dhana Sekaran, Co-Convenor Assistant Professor in Zoology	
3.	Mr. S. Balachandar Assistant Professor in Computer Science	
4.	Mr. V. Balasubramaniam Assistant Professor in Computer Science	
5.	Mr. K. Vivek Assistant Professor in Biotechnology	
6.	Mr. P. Dinesh Assistant Professor in English	
7.	Dr. D. Mahendran Assistant Professor in Botany	
8.	Mr. P. Ramesh Kumar Assistant Professor in Electronics	
9.	Mr. M. Gopinath Assistant Professor in Mathematics	



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Tiruchengode – 637 205, Namakkal Dt., Tamilnadu

S. No	NAME	SIGNATURE
10.	Miss. R. Rajarajeshwari Assistant Professor in Biotechnology	<i>Rajee</i> 30/1/23
11.	Mr. S. Saravanan Assistant Professor in Economics	<i>S. Saravanan</i> 30/1/23
12.	Mr. M. Arunachalam Assistant Professor in English	<i>M. Arunachalam</i>
13.	Mr. K. Chinnadurai Assistant Professor in Mathematics	<i>K. Chinnadurai</i> 30/1/23
14.	Mr. T. R. Prakash Assistant Professor in Microbiology	<i>T. R. Prakash</i> 30/1/23
15.	R. Shanmuga raja Physical Director	<i>R. Shanmuga raja</i>
16.	Mr. R. Saravanan Assistant Professor in Tamil	<i>R. Saravanan</i>
17.	Mrs. M. Tulasimani Librarian	<i>M. Tulasimani</i> 30/1/23
18.	Mr. S. Sekar Assistant Professor in Commerce CA	<i>S. Sekar</i>

MINUTES OF MEETING

- The work completion of last meeting was discussed
- Discussed on Electrical requirements, to be fulfilled on next week.
- Committee members are asked students to arrange the requirements of various events like annual day, sports day etc.,
- Discussed on Housekeeping arrangements and Ensured the regular activities of maintenance committee

[Signature]
PRINCIPAL



LAB COMPLAINT REGISTER

Academic Year: 2022-2023 [odd sem]

Date: 2/11/2022

Name of Department	Biotechnology
Name of concerned staff member / Student	Vijay
Staff/ Student ID	22PBT1305
Lab Name	P62 Biotechnology
Nature of complaint:	Incubator Shakers only.
Brief description of complaint:	Shakers was Broken
Complaint submission date	2/11/2022
Signature of staff member / Lab-in-charge	Signature of HOD PRINCIPAL

Official Use Only

Complaint Register No	P62 BT lab / 2022-2023 / 003	
Assigned to	M. Lavanya	[Signature]
Time & Date	2/11/2022 @ 12:00 AM	
Fault attended date and time	7/11/2022	
Details of fault	The Shaker was serviced.	
Action taken	The problem was rectified.	
	Assigned personnel's Signature	
Remarks:	The condition was now good.	
Signature of HOD	PRINCIPAL	

14 PGT-BT LAB EXPERIMENTAL LIST [2022-2023]

S. No.	DATE	CLASS	STUDENT NAME	COLLIGAND NAME	QTY	STUDENT SIGN	LAB INCHARGE SIGN	HOD SIGN	REMARKS
1.	01.09.22	II-Phy-BT	Gurukulprigna M.	Beaker 100ml	1	M. Gopaleya	Yes	She	
2.	10.10.22	II-Phy-BT	Gurukulprigna M.	Petri Plate	1	M. Gopaleya	Yes	She	
3.	12.10.22	I-Phy-BT	Prakash S.	Test tube 10ml	1	S. Prakash	Yes	She	
4.	20.10.22	II-Phy-BT	Annamalai S.	Conical flask 250ml	1	Ann	Yes	She	
5.	20.10.22	I-Phy-BT	Ashut P.	Petri Plate	1	P. Ashut	Yes	She	
6.	24.11.22	I-Phy-BT	Prakash S.	Test tube 10ml	1	S. Prakash	Yes	She	
7.	18.11.22	II-UG-BT	Pravinkumar S.	Petri Plate	1	P. Pr	Yes	She	
8.	07.12.22	I-Phy-BT	Saundharyam C.	Test tube 10ml	1	C. Saundharyam	Yes	She	
9.	16.12.22	I-Phy-BT	Dinashkumar M.	Beaker 250ml	1	M. Dinash	Yes	She	
10.	24.01.23	II-UG-BT	Meiyaswan P.	STD flask 100ml	1	P. Meiyaswan	Yes	She	
11.	31.01.23	II-Phy-BT	Vaichali K.	Test tube 10ml	1	K. Vaichali	Yes	She	
12.	07.02.23	I-Phy-BT	Prakash S.	Petri Plate	1	S. Prakash	Yes	She	
13.	20.02.23	II-UG-BT	Pravinkumar S.	Rubber bulb	1	P. Pr	Yes	She	
14.	21.02.23	I-Phy-BT	Ashut P.	Test tube 10ml	1	P. Ashut	Yes	She	
15.	08.03.23	II-UG-BT	Copieanthika	Conical flask 100ml	1	A. C.	Yes	She	
16.	17.03.23	III-UG-BT	Saiveni S.	Thermometer 100°C	1	S. Saiveni	Yes	She	
17.	28.04.23	I-Phy-BT	Dinashkumar M.	Conical flask 100ml	1	M. Dinash	Yes	She	

Date	water Inchange	Supervisor sign	principal sign
14.10.22	✓	ச. சந்திரசேகர்	
15.10.22	✓	ச. சந்திரசேகர்	
16.10.22	✓	ச. சந்திரசேகர்	
17.10.22	✓	ச. சந்திரசேகர்	
18.10.22	✓	ச. சந்திரசேகர்	
19.10.22	✓	ச. சந்திரசேகர்	
20.10.22	✓	ச. சந்திரசேகர்	
21.10.22	✓	ச. சந்திரசேகர்	
22.10.22	✓	ச. சந்திரசேகர்	
23.10.22	✓	ச. சந்திரசேகர்	
24.10.22	✓	ச. சந்திரசேகர்	
25.10.22	✓	ச. சந்திரசேகர்	
26.10.22	✓	ச. சந்திரசேகர்	
27.10.22	✓	ச. சந்திரசேகர்	
28.10.22	✓	ச. சந்திரசேகர்	
29.10.22	✓	ச. சந்திரசேகர்	
30.10.22	✓	ச. சந்திரசேகர்	
31.10.22	✓	ச. சந்திரசேகர்	
1.11.22	✓	ச. சந்திரசேகர்	
2.11.22	✓	ச. சந்திரசேகர்	

(Handwritten signature in green ink)

Date	water Inchange	Supervisor sign	principal sign
3.11.22	✓	ச. சந்திரசேகர்	
4.11.22	✓	ச. சந்திரசேகர்	
5.11.22	✓	ச. சந்திரசேகர்	
6.11.22	✓	ச. சந்திரசேகர்	
7.11.22	✓	ச. சந்திரசேகர்	
8.11.22	✓	ச. சந்திரசேகர்	
9.11.22	✓	ச. சந்திரசேகர்	
10.11.22	✓	ச. சந்திரசேகர்	
11.11.22	✓	ச. சந்திரசேகர்	
12.11.22	✓	ச. சந்திரசேகர்	
13.11.22	✓	ச. சந்திரசேகர்	
14.11.22	✓	ச. சந்திரசேகர்	
15.11.22	✓	ச. சந்திரசேகர்	
16.11.22	✓	ச. சந்திரசேகர்	
17.11.22	✓	ச. சந்திரசேகர்	
18.11.22	✓	ச. சந்திரசேகர்	
19.11.22	✓	ச. சந்திரசேகர்	
20.11.22	✓	ச. சந்திரசேகர்	
21.11.22	✓	ச. சந்திரசேகர்	
22.11.22	✓	ச. சந்திரசேகர்	
23.11.22	✓	ச. சந்திரசேகர்	

Date	Water Incharge	Supervisor Sign	Principal Sign
24.11.22	✓	ச. சந்திரன்	
25.11.22	✓	ச. சந்திரன்	
26.11.22	✓	ச. சந்திரன்	
27.11.22	✓	ச. சந்திரன்	
28.11.22	✓	ச. சந்திரன்	
29.11.22	✓	ச. சந்திரன்	
30.11.22	✓	ச. சந்திரன்	
1.12.22	✓	ச. சந்திரன்	
2.12.22	✓	ச. சந்திரன்	
3.12.22	✓	ச. சந்திரன்	
4.12.22	✓	ச. சந்திரன்	
5.12.22	✓	ச. சந்திரன்	
6.12.22	✓	ச. சந்திரன்	
7.12.22	✓	ச. சந்திரன்	
8.12.22	✓	ச. சந்திரன்	
9.12.22	✓	ச. சந்திரன்	
10.12.22	✓	ச. சந்திரன்	
11.12.22	✓	ச. சந்திரன்	
12.12.22	✓	ச. சந்திரன்	
13.12.22	✓	ச. சந்திரன்	

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Date	Water Incharge	Supervisor Sign	Principal Sign
14.12.22	✓	ச. சந்திரன்	
15.12.22	✓	ச. சந்திரன்	
16.12.22	✓	ச. சந்திரன்	
17.12.22	✓	ச. சந்திரன்	
18.12.22	✓	ச. சந்திரன்	
19.12.22	✓	ச. சந்திரன்	
20.12.22	✓	ச. சந்திரன்	
21.12.22	✓	ச. சந்திரன்	
22.12.22	✓	ச. சந்திரன்	
23.12.22	✓	ச. சந்திரன்	
24.12.22	✓	ச. சந்திரன்	
25.12.22	✓	ச. சந்திரன்	
26.12.22	✓	ச. சந்திரன்	
27.12.22	✓	ச. சந்திரன்	
28.12.22	✓	ச. சந்திரன்	
29.12.22	✓	ச. சந்திரன்	
30.12.22	✓	ச. சந்திரன்	
31.12.22	✓	ச. சந்திரன்	

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