



Criterion : IV – Infrastructure and Learning Resources
Metric : 4.4.2 Systems & Procedures for maintaining & utilizing physical, academic & support facilities
Year : 2022-2023



4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms, etc.

POLICIES

- ❖ Usage of Classrooms
- ❖ Use of Computers
- ❖ Maintaining Gymnasium
- ❖ Laboratory Use
- ❖ Auditorium
- ❖ Plastic Free Campus
- ❖ Library
- ❖ Energy Usage
- ❖ Water Conservation



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M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN
 DINDIGUL-624001. TAMILNADU

POLICIES ON USAGE OF CLASSROOMS

M V Muthiah Government Arts College for Women adopts the plastic waste management amendment rules 2021 prohibiting the single use of plastic items in classrooms and campus.

Students and faculties are instructed to observe, follow and comply with these regulations and rules for maintaining plastic free campus for eco-friendly environment.

- Maintain cleanliness in your classrooms.
- Keep your Blackboard dust free.
- Arrange Notes and Books properly in cupboard.
- Don't take lunch inside the classrooms.
- Don't sit or jump on desks and bench.
- Don't scribble on wooden desks or on walls.
- Don't break the glass windows.
- Don't nail on the walls.
- Don't paste stickers or images on the walls.
- Don't store any food items inside rack.
- Shut the windows and door at the end of last hour.
- Switch off Lights and Fans when not in use.
- Broom, Dustbins, Waste clothes should be kept at one corner.

Sweepers are appointed for maintenance of clean campus and litter free class rooms. Classrooms, Verandhas have been allocated for each sweeper for cleaning, web free walls and disposal of solid waste in the dustbins periodically.

Sweepers watch and separate the damaged furniture in secluded places for its renovation. The college cleaning committee ensures the cleanliness of classrooms periodically.

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POLICY IT INFRASTRUCTURE – USE OF COMPUTERS

M V Muthiah Government Arts College for Women retains the following rights and recognize the following obligations with ITInfrastructure.

- ❖ The Lab attendees are appointed on temporary basis in Parent Teacher Association due to no permanent recruitment for the past couple of years. The lab attenders take utmost care of the Personal Computer, CPU, printer, scanner and photocopiers. They maintain them free of dust and air pollutants.
- ❖ Antivirus software have been installed on all computer used on campus.
- ❖ Malicious use of infrastructure resources that harass other user of damage the software and hardware computer of a computing system is prohibited.
- ❖ Students are instructed to handle PC gently.
- ❖ Use fresh papers while taking printout.
- ❖ Don't allow papers to get jammed.
- ❖ Infrastructure resource must be used in support of educational research, academic purpose.
- ❖ User must be caution while using electronic device in storage their documents, reports and projects.
- ❖ User should not modify any information files data's passwords belonging to other students.
- ❖ LCD projector should be used observing the safety electronic rules.
- ❖ Proper shut down of PC, Electronic device are recommended and monitored by Faculty and Lab attenders.
- ❖ It shall be a violation of this policy for any employee student, to engage in any activity that does not confirm to the established purpose and guidelines set forth in this policy for acceptable IT resources usage.

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POLICIES ON MAINTAINING GYMNASIUM

M V Muthiah Government Arts College for Women encourages the Faculties, Students and Nonteaching Staffs to adopt and inculcate the habit of using Gymn for healthy practices and comply with these regulations and rules inside the Gymn for clean ambience. Women faculties and girl students are permitted to make use of gym. Moreover while doing exercises instructions are given to keep their valuables safe under your custody.

- Keep silence while doing Exercise.
- Wear appropriate clothing and shoes.
- Avoid doing exercise during physical illness.
- Keep hands and feet to yourself.
- Do floor Exercise on mat.
- Bring towels and water bottles.
- Don't eat or throw titbits on floor.
- Keep the dumbbells in proper places.
- Keep the speed of Treadmill below 7.
- Maintain ventilation while doing exercise.
- No bare feet are allowed on the floor.
- Don't do exercise on fasting days.
- If you feel giddiness, stop doing exercises.
- Do use equipments not more than 15 minutes only.
- Do stretch workout before you exit.

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M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN
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POLICY ON LABORATORY USE

M V Muthiah Government Arts College for Women instructs and recommends the following rules and regulations in using the equipments while doing practicals in laboratory which ensure the safety and security for the laboratory uses.

Strictly follow the below maintained rules and regulation framed in the policy for laboratory uses.

- Do get permission to use specific lab equipment.
- Bring waste clothes and necessary practical items.
- Handle the glass wares with utmost care.
- Blow gently when you are pipeting substance.
- Don't play or chat inside the lab.
- Don't eat drink while doing practical's in lab.
- Don't taste any chemicals you are working with
- Don't spill chemicals or stains on the floor.
- Don't handle broken glasses with bar hands.
- Do not leave any heated materials unattended.
- Do not place flammable substances near heat.
- Tie up shawls and do not let it to fly air.
- Don't use wet hands while handling microscope.
- Replace all lab items without any damage.
- Fire extinguisher is being maintained in the entire lab for safety purpose.
- If glassware specimens are broken, students should pay breakage amount at the end of academic year.

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POLICY – USE OF AUDITORIUM

Students are instructed to observe and comply with these rules and regulations inside the auditorium.

- The Auditorium should be booked for their programme in advance to avoid ambiguity.
- The auditorium key should be received on a day prior to the programme organized.
- Silence should be maintained while function is going on.
- Chairs should not be dislocated
- Coffee or biscuits should not be spitted on floor.
- Battery should be placed while audio system is used.
- If audio system is over battery should be removed.
- LED Projector screen should be rolled to the original place.
- Podium mike should be arranged at the back of Dias.
- Banner, posters should be removed after the function is over.
- Cleanliness and neat, ambiance should be maintained inside the auditorium by the Beneficiary.
- Throw away the waste in dustbin.
- Switch off light and fans while not in use.

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POLICY ON PLASTIC FREE CAMPUS

Faculties, Nonteaching Staffs and Students are instructed to observe and comply with these regulations and rules.

Government notifies the plastic waste management Amendment rules 2021 Prohibiting identified style use plastic items by 2022. Thickness of plastic carry bags increased from 50-70 micron from 30th Sep 2021. 120 micron with effect from 31st December 2022.

The institution implements and adopts policy towards a plastic free zone inside the entire campus

NSS and Department of Economics conducts sensitization programme on the impact of single use plastic by displaying slogans quotes with the hampering of plastic bags, cups, plates and drinking water bottles.

Slogans and quotes are placed at prominent places to create awareness about the ill health of plastic use.

- Maintain the campus "free of plastic".
- Avoid buying water in plastic bottles (single use)
- Don't use plastic carry bags
- Don't throw plastic bags or containers in dustbins.
- Use Tiffin boxes to purchase foods.
- Throw plastic leads, boxes, plastic chappals in the allocated dustbins.
- Use cloth or jute bags.
- Use stainless or glass tumblers in canteens and functions.

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M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN
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LIBRARY POLICY

MVMuthiah Government Arts College for Women encourages the Faculty members, Students and Non-teaching Staff to make the best use of the resources and services of the central library.

- All the students, faculties and staff members are the members of the Central Library.
- The library works from 9:30 am to 4:30 pm on all the working days.
- Students and faculty members have to show their ID Card and ensure that their name is entered in the Automatic InOut System (Barcode Linked Automated Gate Register) kept in the entrance of the library.
- The personal belongings (notebooks, textbooks, water bottles, bags etc.) should be kept in the property counter.
- Silence is to be maintained in the reading hall.
- Open access system is in vogue. The users are free to browse any collections and choose the books of their choice either for reading in the library or for home lending.
- The students can borrow two books at a time from the library. In times of necessity, the number may be increased.
- The books are issued for a period of two weeks, which can be renewed for another 2 weeks.
- The librarian has the discretion to ask the readers return the books, which are in demand.
- The magazines, newspapers and books in the library should be used with care. No underlining or marking is permitted.
- If the books are found to be returned by the users in damaged condition, fine will be collected from them.



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- If books are lost by the users, the users have to pay three times of cost of the books as fine if they are not able to replace the lost book.
- Those who want to use the computers /net connection available in the library need to enter the required particulars in the separate register kept for the purpose.
- The faculties / staff can borrow up to 10 books at a time.
- The users have to return the borrowed books at the end of every even semester examinations.
- Books will be used only on the production of college identity card.
- Periodicals can be borrowed, but not the latest volumes.
- Question bank collection, dissertations, reference books, newspapers etc. are meant for only reference in the library premises, and not meant for home lending.
- The net connection available in the library should be utilized only for academic and research work, not definitely for personal use.
- The Air-Conditioned Digital Library is meant for the use of all the faculty members and students.
- The users may give suggestions on the reading materials required by them.
- There is not fixed hours for circulation activities. The users are free to borrow / return the books during their free hours, before college hours, during lunch break or after college hours.
- Library stock verification is done every year to find out the books that need to be condemned or bound.

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POLICY DOCUMENT ON ENERGY USAGE

Conservation of energy is very important to reduce the wastage of power consumption. Less Energy utilization helps to maintain the electrical resources and to reduce electricity bill burden. In the Institutional level the following effective measures are taken to reduce energy usage for the sustainable growth .

1. Instructions are given to switch off lights and all electrical appliances in standby mode when not in use.
2. Traditional lights and bulb are replaced by energy saving LED lights and CFL lights / Bulbs
3. When a few students or staff are in a Room / Hall, Instruction is given to use limited number of fans instead of using all fans.
4. Un-plugging all control switches in all the wings enable switching off all Light and Fan in one go.
5. Systems, CPUs, Printers are switched off when not in use.
6. Minimum usage of Air Conditioner (AC) is practiced to save energy power.
7. Fixed and installed technical system are upgraded to monitor energy consuming motors, generators and appliances.
8. Using a standard star marked appliances with high grade of motor power reduce energy consumption for better functioning.
9. Bore well motors are allowed to run under particular time limit to avoid over-flow of water.
10. Installing Solar panels and solar lights helps to reduce more energy consumption.

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POLICY DOCUMENT ON WATER CONSERVATION

General:

The water (Prevention and Control of Pollution) Act was enacted in 1974 for the maintaining or restoring of wholesomeness of water and also to prevent and control of water pollution.

Objectives:

- To create awareness to conserve water among staff and students.
- To educate the students about the importance of water to life, need of conservation and efficient use of water.
- To conserve rain water in harvesting pits, water tanks, barrels and near borewell points.
- To ensure continuous supply of water in college campus.

Measures taken by the Institution

1. Institution is keen with several measures to save each and every drop of water which is more precious than gold.
2. We have adopted effective measures to ensure the collection and storage of rain water in the college premises and hostel.
3. During rainy seasons the rain water from the roof top and runoff is collected through well distributed and channelized pipelines into storage tanks and water harvesting pits.
4. More number of sumps availability is ensured in the newly constructed building for storage of water for long term use.
5. Students are instructed not to waste water in the laboratory while doing practical's.
6. The pipe line connections are monitored and repaired regularly to avoid leakage.
7. Taps and valves are installed to prevent over flow of water from its outlet pipes.
8. Separate tanks are managed for storage of rainwater, drinking water, bore well water and delivery system is checked regularly.
9. Water conservation awareness is promoted by keeping the display board near the potable water tanks, taps, RO pipe lines, in front of toilets and near bore well delivery channels.
10. Sustainable water conservation method is practised in tree cum plant cultivation to increase the recharge of groundwater.

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