

ARIGNAR ANNA GOVT. ARTS COLLEGE FOR WOMEN, WALAJAPET, RANIPET DISTRICT

PROCEDURES AND POLICIES FOR LABORATORIES

Our College adopts a very good system and procedures for maintaining and utilizing physical, academic, and all support facilities available. Civil and electrical works are carried out through the allotment received from state funds under special repair and maintenance head. Stock verification is done annually. The equipments and chemicals, purchased by science departments follow proper procedures and policies. The records related to purchase and maintenance are maintained in the concerned department that are subject to yearly internal and external audit. The college functions in two shifts and hence all the physical infrastructure facilities such as classrooms, laboratories, library, sports facilities, seminar halls, etc., are utilized optimally. Repairs and maintenance are handled as per the instruction given by the government. For any purchase and maintenance of equipment for more than 1000 rupees quotation has to be procured and a comparative statement has to be prepared. Based on the quoted price, approval is obtained from the Principal, to place orders with the company which quotes the lowest price. The infrastructure facilities of civil and electrical work are maintained by the PWD department. The cleanliness of the college campus is maintained and monitored by the campus cleaning committee of our college. Washrooms and restrooms are cleaned frequently by the scavengers. Open auditorium and seminar halls are utilized for college programmes as well as for other government programmes.

R. Vijaya 20/09/2023
IQAC Coordinator

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Arignar Anna Govt. Arts College (W)
Walajapet - 632 513, Ranipet District.

60000
20.9.23
Principal
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