



RATHNAVEL SUBRAMANIAM COLLEGE OF ARTS AND SCIENCE

Autonomous & Affiliated to Bharathiar University

Reaccredited by NAAC with 'A' Grade

242-B, Trichy Road, Sulur, Coimbatore – 641 402.

Phone: +91 422 2687603 /421/480. Fax: +91 422 2687604

www.rvscas.ac.in

Procedures and policies for maintaining and utilizing physical, academic and support facilities

A well-defined policy has been adopted for the utilization and maintenance of laboratories. However individual labs are given a certain level of autonomy to follow their procedure for utilization and maintenance of labs. Laboratories of Life-Science departments (Microbiology, Biochemistry, Foods and Nutrition and Biotechnology) are well maintained with the latest equipment. Appropriate guidelines for handling chemicals, equipment and instruments are rigorously followed. The stock register is maintained and updated frequently. Stock verification is inspected by a team of internal auditors periodically. Equipment and instruments are serviced and upgraded once in a year.

The Library policies and procedures are reviewed annually based on the recommendations of the Library Committee as well as suggestions received from the library users. Student representation will be available in the library committee to ensure that the needs and suggestions of students are properly represented. The Library timing on all working days is between 9.00 a.m. and 8.00 p.m. Open access system is followed in the library. Students can have access to the library with the barcode facility available in the College identity card. Students can borrow to a maximum of 5 books and hold them for 15 days. Failing to return the books on or before the due date, a fine of Re. 1/- per day will be levied. Lost books will have to be replaced. Library stocks are audited by a team of internal auditors once in a year.

The College has separate computer labs for Computer Science, BCA MCA departments. Computer lab hours are allocated based on the course requirement and timetable. Lab Timetables are meticulously drawn to ensure optimum utilization of the facility. Computer maintenance is done frequently. Spacious and well-ventilated classrooms are allotted as per the student strength. Every class is allocated with a class tutor who monitors the maintenance of the classroom with the help of the class representative. Any repair or damage identified is informed by the class tutor to the head of the department, who forwards the request to the maintenance department. Cleanliness of classrooms is maintained with the help of the fulltime support staff.
