

Procedures and Policies 2019-2020

Well developed policies and procedures play an important role in the smooth functioning of any organization. The principal constitutes special committees for the smooth functioning of the college. The committees submit the requirements in the form of requisition to the Principal. The Principal in turn verifies and forwards to the immediate management for the timely action.

Physical facilities

Infrastructure plays an important role in education sector. There is strong evidence that high-quality infrastructure facilitates, better instruction improves student outcomes. The makeover of one of the existing halls was completed and the Inauguration ceremony of Dr. Janapathy Varalakshmi conference hall was held on 6th January 2020.

Academic and Support facilities:

The college provides all the facilities to run the classes in congenial atmosphere. The course in-charges of all four courses submit the requirements in the form of requisition to the Principal. The principal verifies and forwards the requirement to the management for timely action. In view of the intensity and the nature of the requirement, the Principal of the college is given freedom to take minor decisions to avoid the delay

Laboratory facilities:

The college by virtue of offering four education programs has to maintain science laboratory, audiology laboratory and psychology laboratory. The incharge of the science laboratory submits the lab requirements in the form of requisition to the Principal. The Principal in turn arranges for the purchase of the material after getting the approval from the statutory committees.

Library:

The college has a spacious library which can accommodate 85 students. Library cards are issued to all the students of the college. Two books are issued at a time to the students and they are supposed to return the books within a week. The course incharge of each course in consultation with the library committee prepares and submits the list of books required for their

respective courses, to the Principal. The Principal of the college will place the order for the purchase of books. The library of our college is partially automated with Inlibnet software for automation of books, with facility for bar coding.

Sports:

The college has both indoor and outdoor sports equipment. Sports are conducted annually for all students of the college. The Sports committee will recommend the material required, to the Principal

IT Facility:

Our college has a spacious computer laboratory as each of the programs offered by the college have ICT either as a project or as a full fledged paper. There are two scanners. The Principal, Computer Laboratory in charge and course in charges discuss the requirements and place it before the purchase committee.

Classrooms:

Classroom is a place where the students acquire knowledge and skills required for the profession. All the students have to reach the classroom on time and shall not leave the class without the permission of the lecturers. The behavior of the students both within and outside the college premises should be as per the rules stipulated by the college. The attendance of the students in each class is mandatory.