



KOVAI KALAIMAGAL

COLLEGE OF ARTS AND SCIENCE

(Autonomous)

(Affiliated to Bharathiar University, Coimbatore)

Re-Accredited With "A" Grade By NAAC

SOP

Maintainance and Utilization of Physical, Academic and Support Facilities

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1. Standard operating procedure for maintaining and utilizing Physical, Academic and Support facilities

1.1 About the Institution

Kovai Kalaimagal College of Arts and Science, was founded with the motto of '**Light the Light Within**' to raise professionals and leaders of high academic competence and untarnished personality with a strong motivation and commitment to serve humankind. Established in 1996 by the Kovai Kalaimagal Educational Trust and it was granted an autonomous status in 2016. KKCAS is a reputable institution with a 26 years past record of outstanding service. Accredited by NAAC in both first and second cycles with 'A' grade. KKCAS offers a wide array of Bachelor's, Master's and Doctoral Degree programmes in various branches of English, Mathematics(CA), Commerce, Commerce (PA), Commerce (CA), Business Administration, International Business, Computer Science, Information Technology, and Computer Applications. A lot of emphasis is given to enhance the creativity, self-confidence, assertiveness, communication skills, leadership qualities and ethical values of the individual. Besides these the college especially focuses on the development of Knowledge, Skill and Attitude of the students. Separate hostel facilities are provided for boys and girls. Comfortable bus facilities are available for transport of students from the city.

Our Vision shall inspire and guide students to acquire knowledge, develop skill and a positive attitude that will enhance their personality, providing self-confidence to face the competitive world. Our Mission is to inculcate a positive attitude and to develop skill in students, to meet the challenges of the competitive world and our Quality Policy shall provide value-based education to its students for continual improvement in their academic performance, enhancing their competency for higher education and employment. The Institutions is located within a Campus of 10.21 acres and functions in the three different blocks.

- A-Block
- B-Block
- C-Block

2. Maintenance of Physical, Academic and Support facilities

The college has established systematic procedures for maintaining physical, academic and support facilities. Sufficient funds are allocated for the maintenance of these facilities. Estate Officer regularly monitors and supervises the overall infrastructure to ensure maintainability. The concerned person is in-charge for maintaining the Garden, Lawn, Sewage plant, RO Plant and all other waste management systems. Civil Engineer is in-charge of maintenance of buildings and carpentry works. Infrastructures facilities are regularly monitored and periodical inspections are carried out by the department in-charges and Administrative Officer. Annual maintenance is done through various contractors based on the nature of work. Lab Administrator and Lab Assistant are

in-charge for maintaining computing equipments and laboratory.

The systematic procedure is followed in the college for the purchase, maintenance, repair, re-purchase or writing off the infrastructure facilities:

The faculty members and students register their grievances to the Head of the Department.

- A proposal is prepared and submitted by the concerned Head of the Department to the college office.
- It is evaluated by the college office with concerned maintenance officer and quotations are invited.
- The invited quotations are submitted to the Principal for verification.
- The verified quotation is forwarded to the Trustee Office for finance approval.
- The proposal should be carried out.
- Newly purchased equipments are recorded in the stock register.
- Serviced equipments are recorded in the service register.
- Stock Verification Committee verifies the stock at the end of every financial year.

2.1 General maintenance in Different Phases

Complaints based on electrical, plumbing, carpentering, air cooler, water doctors, mess equipments and civil repairs are recorded in the register maintained at the administrative office. The complaints recorded in the register are rectified periodically.

A. Daily Maintenance

- Checking the EB readings and transformers.(Consumption and checking for transformer oil level, voltage and load balancing process)
- Checking for the Generator genset oil, battery voltage, battery distilled water level and coolant water level.
- Checking UPS units and batteries.(UPS input voltage, output voltage, amps, battery voltage and battery cleaning battery distilled water checking)
- Checking mess kitchen equipments. (Maintaining motors, stream boiler, gas line leakage and electrical equipments)

B. Weekly Maintenance

- Check water purifiers.(Check all water purifiers, replacing of spun filters and test water TDS level)
- Check all water pump motors, pumps bearing, voltage and water leakages.

- Check gas pipe lines and gas equipments.(Check catering department and mess gas pipelines and equipments)
- Checking boiler equipments.(Check mess boiler equipments for major problems)

C. Monthly Maintenance

- Checking the RO Plants.(Checking water TDS Level, water pressure and motors)
- Checking the Solar unit.(Maintaining solar voltage, daily units, battery distilled water level and battery voltage)
- Checking the sanitation of water tanks.
- Checking the electrical appliances in classrooms, laboratories, office areas, hotel, mess and college campus.
- Checking the plumbing materials.(Water pipe lines, water taps and etc)
- Checking the air conditioners, indoor fan, outdoor fan and compressors.

D. Yearly Maintenance

- General building maintenance.
- Check all inner and outer paintings works.
- Check all fire extinguishers refilling.
- Check all carpentering works.
- Checking of transportation. (Renewal of insurance, fleet tracking, bus timing etc)
- Checking of cameras for further maintenance.

The following are the list of equipments maintained on different phases:

S.NO	LIST OF EQUIPMENTS	DAILY	WEEKLY	MONTHLY	YEARLY
1.	Solar Plant			✓	
2.	RO Plant			✓	
3.	Water tanks			✓	
4.	Water Purifiers		✓		
5.	Buildings				✓
6.	Painting				✓
7.	Fire Extinguishers				✓
8.	Transformers	✓			
9.	Generators	✓			
10.	Electrical items			✓	
11.	Plumbing Items			✓	
12.	Carpentering Items				✓
13.	Air Conditioners			✓	

14.	Motors		✓		
15.	UPS	✓			
16.	Mess Equipments	✓			
17.	Gas Line		✓		
18.	Boilers		✓		
19.	Transportation				✓
20.	Surveillance Cameras				✓

3. Maintenance and Utilization of Laboratories

The institution consists of four computer laboratories equipped with adequate and latest systems. A total of 250 computers connected in the network and 32 computers were utilized for academic purpose. Computer and internet facilities are under the maintenance of system administrator. Internet facility is available for all the systems with 50 Mbps bandwidth. At the beginning of the every academic year, the system administrator along with the Head of the Department determines the requirement for installing various software. The stock verification is carried out and requisition is submitted to the Principal based on the requirement. After the approval from the management, the suppliers list is taken. The quotations are sorted for new suppliers. Based on the metrics (price, quality, delivery, etc), the new suppliers are identified and the order is placed. Service from authorized service providers is outsourced for major repair and replacement. After the purchase, the consumable items are recorded in the stock register and distributed to the departments. At the end of every academic year, the stock is verified based on the balance stock position and finally stock register is updated. Stock registers, log books and complaint register are maintained in the laboratory regularly. The condemned/obsolete (e-waste) items are discarded based on the report of the Administrative Officer. Students make use of web portals for acquiring knowledge on several courses. It is used by the students for doing final year project works and also for updating knowledge in latest technologies.

3.1 Software Maintenance

The system administrator supervises the installation of OS, Firewall, Server issues, etc.

3.2 Hardware Maintenance

- The system administrator maintains the laboratory equipment and rectifies the issues raised in the department computers, printers, scanners, servers and other devices.
- Every laboratory has a complaint register in which the faculty members and students should register their grievances.

- The recorded grievances are rectified immediately and monitored by the system administrator.

3.3 Computer Lab Protocols

1. The lab must be kept clean and tidy.
2. Silence must be maintained in the lab.
3. Students should wear ID card inside the lab.
4. Eating and / or drinking inside the computer lab are strictly prohibited.
5. Students must turn off the computer and arrange their chair before leaving the computer lab.
6. Playing of games on computer in the lab is strictly prohibited.
7. Before leaving the lab, student must close all programs positively and keep the desktop blank.
8. Students are strictly prohibited for modifying or deleting any important files and install any software or settings in the computer.
9. Internet facility is only for education / study purpose.
10. If any problem arises, bring the same to the notice of System Administrator.
11. Every student must make an entry while entering in the computer lab.
12. Tampering with the Hardware or Software settings will not be tolerated.
13. Avoid stepping on electrical wires or any other computer cables.
14. Do not open the system unit casing or monitor casing particularly when the power is turned on.
15. Do not insert metal objects such as clips, pins and needles into the computer case, they may cause fire.

4. Maintenance and Utilization of Library

Library is being used for updating knowledge and gathers information on courses that are included in the curriculum. It is also utilized by the students for group learning and to prepare presentation for curriculum activities. A total of one hour per week is allotted in the class schedule to visit the library for referring books, magazines and journals. The students also refer the library for developing the skills like Communication Skill, Mathematical Aptitude, Crisis Management, Problem Solving, Creative Thinking, etc. These are required for getting employment and also for enhancing knowledge to appear for competitive examinations. The unique barcode of the identity card validates the entry and exit of the library users. Library is taken care of by the Librarian and Library Assistant. Library Advisory Committee meets regularly to finalize on purchase of books for the semester, subscribe hardcopy, online journals, maintenance of the library and upgrading online facilities in the library. Accession Register for books, Stock Register for journals, Register for

CDs/DVDs and back volumes are maintained. Before the commencement of every academic year, the librarian purchase the books based on the requirement list submitted by the departments. Reliable vendors are chosen based on the availability of books and adherence to terms and conditions. The books are given accession number before shelving. The books are protected from insects using environmental friendly herbal sachets. Internal stock verification is carried out by the committee constituted by the Principal. The computers and software (OPAC and CMS)are updated as per the demand with proper maintenance procedure.

Librarian clearly instructs the students and staff members about the shelving and transferral of documents. The following steps need to be taken:

1. Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
2. The shelves shouldn't be completely stuffed. When a reader tries to remove a book from a shelf that is too full, the spines may break and get damaged. Massive volumes must be maintained flat.
3. Magnetic discs or documents containing them shouldn't be stored open or close to any magnetic or electric devices, such as tape recorders. Such items ought to be stored in a closed rack with controlled humidity, temperature and air quality.
4. The addition and deletion of journals and magazines for the next calendar year is done through recommendation from departments.
5. The library will continue the existing subscription for journals and magazines, if no recommendations are received.
6. Stock verification of the library stocks is carried out to identify the losses, misplacement and mutilated documents that needs repair from the library collection. The library committee makes recommendations to the Principal for constituting a library Stock Verification Committee. Each department in the institution nominates a person to represent the committee.
 - i) Verification is made on counting the Accession Number of the documents.
 - ii) Accession numbers of books and documents already issued by the circulation counter in a separate sheet.
 - iii) Accession Number of documents issued during the period of Stock Verification is also noted in this sheet.
 - iv) Separate documents are maintained for tracking the library racks.
 - v) Documents containing the accession numbers are pooled together. It will be consolidated manually.
 - vi) All the Accession Numbers of books are rearranged sequentially and compared with the Library Accession Register. Mismatch in accession number with the stock verification

document are identified and recorded in a separate Missing Books List.

vii) Missing Books List is further checked with the reports of the previous Stock Verification Committee, if any, and the accession numbers of books already written off from the Library Accession Register may be rounded off.

viii) After completing all the procedures, a final Missing Books List has to be prepared and signed by the librarian and forwarded to the Principal.

ix) The management takes action based on the recommendations of the Stock Verification Committee and purchase new books for alternating missing books in the stock.

7. Documents in the library are arranged in a subject wise order to save the time of the users and staff members.
8. College Management System (CMS) software is employed to manage all the documents and records.
9. Proper cleaning, fumigation and exposure to sunlight are done for the documents in order to reduce the effect of insects in the library.
10. Repellants are used to save materials from rats.

4.1 Utilization of Library resources

The college has well equipped library with necessary books, journals, magazines and periodicals.

- The library is open on all Working days.
- Library is fully automated using the web based software. Books issue and Book return will be done between 8.30 am to 4.30 pm.
- Library is divided into Library Study hall, Stack Room, Reference section, Digital library and Transaction section.
- All users are allowed for open access system.
- Library books are normally issued only for 15 days. Library Periodicals and non- books materials (like CDs, DVDs,)are issued only for 5 days.
- Book bank and Question bank facilities are available, where students return the book at the end of academic semester. Delay in returning books will not be entertained.

4.2 Library Rules

1. The library will be kept open from 8.30 a.m to 4.30 p.m on all working days.
2. It is obligatory for all the students to become members of the College Library.
3. Strict silence shall be observed in and around the library. Consultation, discussions or unnecessary chatting there in are prohibited. The Librarian is vested with the discretion of refusing issue of books to students indulging in such activities.
4. Before entering the library, all the users shall deposit their personal belongings and proceed

- barcode entry.
5. Open access system will be followed.
 6. Every UG student will be issued with three Library Cards and PG student will be issued with Five Library Cards. Library borrower cards are valid for the entire duration of the course to access library facilities. It is the responsibility of the student to keep them in his or her safe custody and return them at the end of the course. The cards are not interchangeable.
 7. The borrower should not sub lend books.
 8. Reference books must be consulted in the library and will not be lent for home reading.
 9. The books should be returned on or before the due date failing which, a fine of Re.1 per day will be levied for each book. No renewal of book will be allowed for students.
 10. Students shall produce their identification card to the librarian on demand.
 11. Students can check the damage of books at the time of issuing and if any damage is identified then shall report to the librarian. Otherwise the last borrower will be held solely responsible for damage or loss and shall be liable to pay compensation as per the discretion of the librarian.
 12. No book shall be taken out of the library without due entry in the computer.
 13. Folding or tearing of the pages or underlining will be seriously viewed and heavy penalty will be imposed.
 14. The period of loan will be 15 days for students and 90 days for staff.
 15. The books will be issued only through Bar-coding ID card for both staff and students.
 16. A student will lose the privilege of borrowing book if he/ she repeatedly returns the book late or damages the book in any form.
 17. The Librarian reserves the right to recall any book at anytime.
 18. During the odd semester, the books will be issued for all the UG and PG Students. The Library books must be returned before the even semester examination to obtain the No Due Certificate.
 19. Transfer and Conduct Certificates will be issued only after all books are returned and dues are settled.
 20. Books, journals and magazines must be replaced in their proper places after usage.
 21. Any suggestions or complaints shall be made to the librarian, and further forwarded to the Principal.
 22. Guard the book as your property but do not (mis) use them as your property.
 23. Using mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
 24. Refreshment of any kind shall not be taken anywhere in the library premises.

5. Maintenance and Utilization of Computer and ICT Facilities

- Computer centre and ICT facilities are maintained by system administrator and support staff.
- Periodic maintenance of projectors and other equipment is done.
- Purchase of new bandwidth, installation of anti-virus as well as new software is done.
- E-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.
- Campus Wi-Fi is maintained by system administrator
- IT related issues are addressed immediately by the IT Team.

The institution provides 24/7 Wi-Fi connection for all the students and staff members. Internet leased line implemented in the campus powered by BSNL with the speed of 50 MBPS. There are portable LCD projectors, audio-visual equipment like tape-recorder, television, CDs and DVDs, speakers, amplifier, camera and video camera. All these resources are well utilized to make teaching-learning meaningful.

5.1 College Administrative Office

Administrative Office is furnished with systems and printers. The office is well connected with internet, Wi-Fi and Biometric system to monitor the movement of the staff.

5.2 Library

- There are 4 computers available for the student-teachers in order to access electronic resources. Online platforms adopted on campus include Cisco WebEx, Google Classroom, Google Meet and Google Forms under the domain id@kkcas.edu.in with additional supporting facility like writing pads, etc.,
- The library of the college is having open access to e-books, periodicals, e-journals and e-resources along with OPAC system supporting online learning facility.

5.2.1 E-Resources

- Free Open Source Software
- E-Lecture Notes(.Docs/.Pdf)
- E-Books
- Youtube Videos
- Powerpoint Presentation
- Nptel/Swayam/IIT Bombay Videos

5.2.2 E-Subscriptions

- INFIBNET
- N-LIST, DELNET

- Shodhganga E PG Pathashala
- Swayam
- NPTEL
- Spoken Tutorial

5.3 Technology Enabled Classrooms

All the classrooms are well furnished with Wi-Fi connection.

A. ICT Facilities

- Audio/Visual Tools
- LCD Projectors For Classroom Teaching
- CCTV Cameras across campus and Classrooms
- Computer Lab
- E-Library

B. ICT Technology

- Google Classroom
- Google Form
- Google Meet, Zoom, etc.,
- Moodle
- Kahoot
- Hot Potatoes

5.4 Accessibility

The students and faculty members can access to internet and Wi-Fi connection. Each students and faculty members is given a separate user-name and password. They can utilize the computers in the institution for curricular and co-curricular activities like powerpoint preparation, seminar and assignments, etc. The faculty members can avail the ICT and E-content development facilities to enhance their teaching competencies and research.

5.5 Software

The institution uses predominantly Ubuntu open source software. Autolib and CMS are the softwares used in library.

6. Maintenance and Utilization of Sports Facilities and Gymnasium

The college has spacious grounds that are being maintained regularly for playing games like foot ball, cricket, volley ball, basket ball, badminton, kabaddi and also for participating in track events. Several courts are available for conducting various university level tournaments sponsored

by Bharathiar University. A total of two hours per week is allotted in the class schedule as sports hour for the sports activities. The college also provide facilities to improve the body shape of the students through multi-gym for boys and girls separately. Physical Director and Assistant Physical Director are responsible authorities to maintain the sports materials and gymnasium. Maintenance of playgrounds is done on weekly basis. The need based replacement system is in existence for the sports items and maintenance of permanent equipment in Gymnasium. Periodical service is provided as per the requirements.

6.1 Maintenance of Sports Facilities

Sports equipments and playgrounds are maintained by Physical Director and Assistant Physical Director of the institution.

1. All the facilities are given during the practice session.
2. College level, intercollegiate level and University level competitions are organized as per policy of the Institution.
3. House matches are conducted for the students every year.
4. Purchasing of new equipments for indoor and outdoor sports is made by Principal approval.
5. Regular weeding and levelling are performed for playground maintenance.

6.1.1 Playground Maintenance Procedure

1. A logbook is maintained for sports equipments required for the students.
2. Separate stock notebook for overall equipments maintained by Physical Director with help of faculty and students sports committee members.
3. Any damage in the sports equipments will be recorded immediately in the stock notebook.
4. Students are allowed to play with proper sports dress code.
5. Sports students can play in their respective ground.
6. If net is damaged, interchanging the net in the court.
7. Watering the play area.
8. Painting the posts of different games once in a year.

6.1.2 Sports Protocols

1. Player must play according by the rules.
2. Never argue with an official. If you disagree, have your captain approach the official during a break or after the competition.
3. Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.

4. Be a good sport. Applaud all good plays whether they are made by your team or the opposition. Remember this is a social sport competition and we are all here to have fun.
5. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
6. Cooperate with your captain, teammates, umpires and opponents. Without them, there would be no competition.
7. Participate for your own enjoyment and benefit.
8. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

6.2 Gym Maintenance Procedure

1. A log notebook for student's entry is maintained by the Physical Director.
2. The Gym in-charge for the students is selected and supervised by the Physical Director.
3. Entry to the Gym with proper dress code is encouraged.
4. Gym equipment's are placed with proper distance to avoid collision.
5. Windows are opened to maintain air circulation.

6.2.1 Gym Timing

1. Day Scholars 3.00 pm to 4.00 pm
2. Hostel Students 5.00 pm to 6.30 pm

6.2.2 Activities on Different Phases

A. Daily Activity:

Recommended cleaning materials like gym wipes or a moderate solution of dish soap should be used to wipe the stained upholstery.

B. Monthly Activity:

1. Inspect all bolts for looseness and tighten as necessary.
2. Inspect all cables and belts.
3. Inspect all handles and grips, particularly the handle connecting points.
4. Inspect all snap links for proper latching.
5. Inspect all weight stacks for proper alignment and operation.
6. Wipe all guide rods cleanly, and lubricate with lightweight motor oil.

C. Yearly Activity:

1. Replace belts and cables at least once in a year

7. Maintenance and Utilization of Classrooms and Furniture

The College has spacious, airy and well ventilated class rooms to accommodate all the students. The classrooms are utilized between 9.00 a.m. and 3.00 p.m. They are also used for conducting seminars as part of group learning. Similarly the students are asked to solve typical problems in the class using black board, as a part of problem solving method. A total of four hours allotted for developing communication skills and mathematical aptitude in the regular schedule of the class hours. Furniture in classrooms are repaired or replaced as the case may be, before the commencement of every semester. The electrical system maintenance team takes care of lights, fans and the ICT tools available in the classrooms. The damaged blackboards in the classrooms are replaced immediately. Damaged walls and floors of the classrooms are fixed without delay.

7.1 Maintenance of Classrooms

1. Classroom allotment is done as per the lecture schedule in consultation with the head of the department.
2. Scheduling of activities during non-lecture hours such as guest lectures, competitions, seminars are planned properly.
3. Conducting training sessions and workshops for students and staff members.
4. Conducting End Assessment Examinations as per the examination schedule and also for competitive examinations in the classroom.
5. Students are instructed to utilize all classrooms optimally during the working hours.

8. Maintenance and Utilization of Campus and Other Amenities

8.1 Campus Maintenance

The building infrastructure is maintained by maintenance officer with technicians comprising of plumber, electrician and supervisor who takes care of civil work, water and electrical facilities. The institution promotes to plant more tree saplings in the college campus to sustain Green Campus. Gardeners are being employed for growing plants and grass trimming in the college premises. Night watchmen & security personnel ensures the safety and security in the college premises.

8.2 Canteen

The canteen committee inspects the canteen ambience, quality of the food, and hygiene of physical facilities periodically. The grievances from students are reviewed and taken to the notice of the vendors for follow-up action.

8.3 Hostel

The maintenance of hostels is carried out by the sweepers, gardeners and cleaners monitored on a daily basis by the residential warden. Each floor has a floor supervisor to monitor

the cleaning of rooms, common areas and restrooms. Form-C licence under Food Safety and Standards Act 2006 ensures the standard and hygiene of food production & service to the inmates.

8.3.1 Procedures for Hostel

1. Room once allotted for the academic year is not interchangeable without the permission of the warden.
2. All inmates should return to hostel premises before Roll call. It is taken at 7.00p.m every day.
3. Everyday 9:00 p.m to 10:00 p.m will be study hours (Switch Off mobiles). From 9:00 p.m to 5:00 a.m will be silence hours on all days. During silence hours students are strictly instructed to be in the allotted rooms. Group study and any other combined work is not permitted during this period.
4. No person or student other than the boarded should be found in the hostel. If any unauthorized person is found in the hostel, action will be taken against the boarded in whose room the person is found and he will be expelled from the hostel.
5. Smoking, consuming any intoxicant, playing cards and conducting birthday parties is strictly prohibited inside the college campus and in hostel. If any student found involving in any of the above abnormal activities, he will be dismissed from the hostel immediately without any enquiry.
6. The inmates should not remain in the hostel during the college working hours, except with the permission of the warden.
7. Students should not arrange any function or meeting within the hostel or outside or within the college campus without prior permission of the Principal and Warden.
8. Abnormal activities or any nature-causing disturbance to neighbors should not be carried out in the rooms.
9. If any student is suspended or under enquiry for any disciplinary action initiated, he should vacate the hostel immediately.
10. Students should treat the hostel staffs and workers with respect. No servants shall be abused or insulted. No special service demand will be entertained.
11. Students shall not use electrical appliances like electric iron box, electric immersion heaters, radio etc., Students are allowed to use laptops for academic purpose only. Things that disturb other students such as speakers, webcams are not allowed inside the hostel.
12. No hostel student should stay away from the hostel on any day without prior permission

from the warden.

13. Mess bills should be paid within ten days from the date of bill, failing which students have to pay a fine of Rs.5/- per day .In case of DD payment, the DD may be drawn in favor of “Kovai Kalaimagal Hostel” payable at Coimbatore.
14. The college reserves the right to ask any student to vacate the hostel in case of any disciplinary issues.
15. No deduction in the mess bill will be given for absence in the mess.
16. Students are requested to extend their full cooperation and maintain a high standard of discipline with the college campus and hostel.
17. "Ragging" means display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or rise apprehension or fear or shame or embarrassment to a student in any education institution and includes teasing, abusing, playing practical jokes on, or causing hurt to such students or asking the student to do any act or perform something which such student will not in ordinary course. Student involved in ragging or severely punished as per the Tamil Nadu Prohibition of Ragging Act 1997.
18. UGC has notified 3rd amendment in UGC regulations on 29th June, 2016 to expand the definition of ragging.
19. Hostellers should not keep 2 wheelers in the hostel.
20. Students are informed to strictly adhere to the following timing:

Mess Timings	Out Pass Timings	Study Hours
Morning – 7.40 am to 8.40 am	7.00 am to 8.00 am on Working Days and 6.00 am to 10.00 am on Holidays	--
Afternoon – 12.35 pm to 1.15 pm	---	--
Night – 7.30 pm to 8.30 pm	5.00 pm to 6.00 pm on working days.	9.00 pm to 10.00 pm

8.4 Generator Maintenance

A regular maintenance & services provided for generator set. Cooling system, air intake system, fuel system, exhaust system and lubricant service are maintained periodically. Proper functioning of the generator is tracked with the assistance of Annual Maintenance Contract.

8.5 Surveillance

The entire campus is under the surveillance of 10 CCTV cameras, with an overall viewing facility at the Principal office. The institution has one Security Officer, two Assistant Security Officers and Security Personnel for maintaining main gate, girls hostel and boys hostel on regular basis.

8.6 Transport Facilities

A. Daily Activity

- Bus should always be tidy and neat.
- Bus documents should be available in bus dashboard.
- Log book should be submitted to Administrative Officer every day morning.
- Mechanical repairs should be informed to Administrative Officer immediately.
- Heavy traffic, repairs, unavoidable situations while driving to college should be informed to Administrative Officer immediately.

B. Weekly Activity

- The mechanical issues, air capacity in tyres and wheel grease of the bus should be checked thoroughly.
- If any damages found it should be informed to AO for further necessary arrangements to be done with the approval from the management.
- There will be a student and teacher representative in every bus to maintain discipline in the bus. If the problem cannot be solved, it should be informed to higher officials.

C. Yearly Activity

- The insurance should be renewed.
- Fitness certificate and road tax should be received from RTO office with the approval from the management.