



**RAJAH SERFOJI GOVERNMENT COLLEGE (AUTONOMOUS)
THANJAVUR
TAMILNADU—613005 TAMILNADU**

Procedures and policies for maintaining and utilizing physical, academic and support facilities - Computers, classrooms, laboratory, library etc.

Computers: The computers are maintained using funds granted by UGC's general development assistance and funds generated from parent's teachers association. Its use is restricted to the college teachers, staff and students for all academic and examination related works. The college for proper maintenance of the computers has signed an annual maintenance contract.

Classrooms: Classrooms are checked bi-annually by the members of the building committee and wherever repair and restoration work is required for electrical equipment and furniture are carried out during the summer and winter breaks.: classrooms are allotted for the use of students and teachers as per the college routine and student enrolment.

Laboratory: The College applies for equipment grant to UGC / RUSA following the guidelines laid down in this respect. As and when grants are sanctioned it is utilised by the college, inspected by the college committee first and then designated bodies and finally the utilisation submit certificates by the college to UGC/ RUSA. Laboratory equipment is maintained by the respective departments and staff concerned and as and when repair and replacement is required the concerned departments place their requirements to the academic council which sanctions the same and the college authorities do the needful. Students who have a practical component in their chosen courses and teachers allotted practical classes and bearers allotted are allowed to access and use of laboratories.

Library:

Library books are weeded annually and damaged books are either salvaged by re-binding them and discarded if beyond repair and replaced with new copies if necessary. New books are added every year as per requirement and availability of grants from UGC, the state government and from Library fee collected from students at the time of admission. Books that are damaged or lost by borrowers have to be replaced at the borrowers own cost. Teachers ,staff and students are provided library cards against which books are issued; while teachers are allowed four books for a month students are provided 2 books for fifteen days and can be renewed again. The library subscribes to journals and newspapers which are made available in the library reading rooms.

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