

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

Annai Fathima College has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance of library:

For maintenances of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, secure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. For enriching of the library, the committee procures some good publications from national and international publishers. The library committee organizes reading sessions and competitions among students and teachers, appeals to and organizes students, teachers, alumni, guardians to donate books.

Maintenance of the laboratory:

The laboratory equipments, specimens, and other necessary chemicals are purchased by the office of the principal and purchase committee as per the requirements of the teaching departments of the college. The Science students of the college as well as those of five associate schools are taught and trained about the use and maintenance of laboratory items.

Maintenance of the sport facilities:

The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the Physical director. The college authority purchases them by calling quotations from the reputed sport outlets. Periodically necessary steps have taken by the authority to develop the sport activities of the students. The sports items are kept in boys'/girls' common rooms and given out for use of students under the monitoring of the Sports room secretaries. Students with excellence and achievements are publicly felicitated in the morning assembly held once in a week and also supported financially to the extent possible.

Maintenance of Computers and IT facilities:

The office of the principal decides about purchasing necessary IT equipments as per recommendations received from the departments of the colleges and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary. The HR department which looks after the maintenance of the computers and facilities.

Classroom facilities:

The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by concerned committee with the support of house-keeping faculties. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches, electrical appliances are checked wherever requirements are found the purchase committee are appraised of the requirements. The purchase committee makes the purchases after approval from the Principal. There are LED projectors in 3 classrooms, besides smart classrooms.

Student support and welfare:

In the college campus, there is a good environment for the benefit and welfare of the students. Various sub committees are in the college to support services, student welfare and to meet their needs. The principal is the chairperson of all sub committees. There is a Mess committee for maintenances of the college canteen and to ensure the healthy and hygienic food for the students as well as the other members of the college. The hostel sub- committee looks after the hostel facilities for the borders in the college campus. The hostel management committee ascertains smooth administrative functioning of the hostels as well as tries to maintain a homely environment for its borders. The hospital department conducts a Health Day for each and every student of the college, with a very good team of doctors from Meenakshi mission madurai, they provide free health check up to the students. Medical team is campaigning on some health-related aspects like use of generic name of medicine, alcoholism, consumption of tobacco and its affects among the students etc. The POCSO awareness has been conducted by the college and they have organized many talks and discussions on burning topics of gender issues and tries to sensitize the girl students as well as the boys against gender discrimination. The students mentoring system is related to stress management of the students and make some counselling sessions to the needy students. Yoga sessions conducted for students which is a good step for stress management also. For the bike riders there are two bike stands in the campus and four pillars are constructed with sitting arrangement for the students. The campus has many dustbins as healthy practices of Sachhata or cleanliness. The NSS unit maintains the social services within the campus and outside it. The authority and the respective departments have made observations of National and State level occasions, so that the students of the college can participate, directly or indirectly, in the process of peace and harmony, unity and development of the Nation.

Academic Support:

The Annai Fathima college is affiliated to Madurai Kamaraj University, The college has an elaborate academic support mechanism. All the departments follow the syllabus of MKU for the U.G and P.G Level. The examination system is very systematic and transparent. The semester examinations are conducted by an Exam cell. This committee ensures setting of

question papers, evaluation of answer scripts of each department for the internal assessment. Exam cell is appointed by the principal and they are engaged in smooth conduction of examination, sending answer scripts to the respective zones under university, verification of the internal assessment and any other issues related to the examination. The authority engaged many guest lecturers in addition to the regular teachers for the benefit of the students. The remedial classes are also engaged for the students as an academic support. The notices, exam-notifications, results and attendance are provided to the students through the university portal.



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