



**NANDHA ENGINEERING COLLEGE (Autonomous)**  
**PERUNDURAI-ERODE MAIN ROAD, ERODE – 638 052**  
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)  
Accredited by NAAC with A+ Grade)  
Website: [www.nandhaengg.org](http://www.nandhaengg.org) Phone: 04294 - 225585, 226393

### **Procedures and Policies**

This HEI is following the standard procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports, computers, classrooms etc.

**Laboratory:** The laboratories are updated with equipment and latest facilities to meet the curriculum, syllabus and research requirements. The facilities are maintained in working status that include wet laboratories, computer laboratories, instruments, write up spaces and office areas are systematically cleaned and maintained through planned schedules. Stock and maintenance registers are maintained in each laboratory are audited periodically every year. The faults / repairs identified by the lab assistant / lab incharge are rectified by trained technicians with the approval of the HoD /Principal. Students are developing their skills in using scientific equipments safety and properly, making observations, taking measurements and carrying out well defined procedures as prescribed in each laboratories. The maintenance expenditures are met through the funds allocated by the management. The safety gadgets like fire extinguishers and first aid kits are kept in all laboratories.

**Library:** The library facilities are strengthened every year through continuous procurement. The procurement process includes the requirements of titles and volumes of the books based on the curriculum and syllabus obtained from the departments and the faculty members before the commencement of each semester. The Library committee comprising the all head of the departments is functioning for the effective utilization of the library resources. The library utilization chart is prepared once in a week /month / year and the best library user in student category is recognized during Annual day. An exclusive journal section is functioning in the library to support the



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faculty and the students for undertaking projects and research. Subscriptions are made for journals and magazines every year. Digital resources like online journals, NPTEL lectures, DELNET and subject CDROMs are also maintained for the use. Annual Stock verification of library books is being conducted regularly. The library is well maintained through 5S principle.

**Sports:** An excellent infrastructure for sports and games are provided in the campus. The facilities maintained include shuttle courts, badminton courts, concrete basketball courts, football field, volley ball courts, athletic track, yoga center and a fitness center. The sports facilities are well maintained for conducting selection trials of students to participate in the various tournaments, coaching and the conduct of intramural tournaments. The students and faculty can utilize the Gym and sports arena during morning and evening hours. The department maintains the stock and service register of the all the equipment. Damaged sports items are replaced annually

**Computers:** The institute has a separate system maintenance cell to maintain the computers and internet facility. System maintenance team comprising of Professor Incharge, System Administrator and a strong technical team are available to maintain the systems in the campus. Periodical maintenance work is being followed as per the schedule. Computing facilities are upgraded regularly and connected with campus wide network. The problems faced by the department and faculty members are reported to the technical team by email / whatsapp are rectified.

**Class Rooms:** Adequately spaced class rooms are provided with Black boards, Smart TV that supports various modes of delivery methods. Administrative officer and his team maintain and ensure the cleanliness of the classrooms.



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**Support Facilities:** A fully functional health center with a doctor and a residential nurse is in place to offer medical care for minor ailments and first aid. Ambulance service is available in the campus. The Administrative officer oversees the maintenance of the buildings, class rooms and laboratories. They go round the campus regularly, identify and sort out problems with the help of people duly placed then and there for minor issues. Repair and Maintenance activities are carried out regularly. Separate electrical maintenance teams headed by an electrical supervisor are taken care in the campus. Electrical maintenance covers all aspects of testing, monitoring, fixing and replacement of electrical component/system. The Building maintenance team consisting of expert members from civil engineering department ensures the maintenance of buildings and other construction works. Estate officer maintain the campus and hostel facilities. Human resource department facilitates the smooth function of the support facilities provided by the various departments.