



since 1881

THE AMERICAN COLLEGE, MADURAI - 625002

4.4.2. – Procedures and policies for maintaining and utilizing physical, academic and support facilities

The College has an Estate office and designated officer is the Bursar who is also the faculty of the College. The Bursar is in charge of finance and property of the institution and maintains and oversees the improvement of the physical ambience of the campus. Bursar's office is equipped with enough work force and infrastructure to meet out the present need. The office is automated, using Tally9, online accession and regular mechanism to improve the service.

The mission of the Bursar's office is to efficiently enable cashiering and assist students to meet financial obligations with a focus on financial integrity and accountability. This will be accomplished in accordance with the mission of the institution by following regulations of all appropriate governing agencies and by implementing sound financial procedure and controls.

The Bursar's Office vision is to

- create a transparency and accountability
- create cost effective and innovative solutions to changes in regular requirements
- continue development, maintenance and enhancement of infrastructure facility

Effort taken

- E-governance has transformed to promote inclusive growth that covers electronic services like online payment of fees and online transactions of attendance and mark.
- Road facility was improved by keying paver blocks which is a green way of maintaining roads which allows water percolation and easy repair and maintenance.
- Gardening and landscaping along with drip irrigation facility was done.
- Proper solid-waste management system through SLP to recycle the organic waste for fertilizers as considered.
- Old outdated computers were replaced with new latest version computers.
- Many new class rooms were furnished with modern facility and other class rooms were provided with new chairs for the students.
- Hot or cold water dispenses installed in every buildings and hostels.
- Ramp facilities were provided.
- RO plant was installed to provide purified water to students.



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- Solar panels were installed to generate electricity which reduces the power consumption from non renewable energy sources.
- Indoor Stadium was constructed with tennis court, basket ball, and volley ball court.
- CCTV cameras were installed in campus for personal security and safety on campus.
- Separate Gymnasium for boys and girls that helps them to acquire a stress free and healthy life.
- Audio visual studio was installed to train the students in shooting and editing.

Library

- Library is kept open for reading from 8am to 8pm.
- Browsing centre for student utilization is provided at free of cost.
- Rare books digitized can be utilized through website.
- Computerization for online access at library.
- Computerization for online access for faculty, students and parents at college data center.

Lab maintenance

- Yearly once system formatting and software installation is done in every system.
- Troubleshooting system hardware problems are addressed.
- Broken system peripherals every year are replaced.
- Network connectivity problems are solved frequently.
- Every system is connected with internet and intranet facilities.

Sections

Electrical department

Carpentering unit

Civil work laborers

Gardeners

Sweepers and Scavengers

Equipment maintenance

Security personals.