



Since 1881

THE AMERICAN COLLEGE, MADURAI – 625002

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

The College has an estate office and designated officer is the Bursar who is the faculty of the College. The office is equipped with work force and automated using Tally9.

The Mission of Bursar's office is to enable cashiering and assist students to meet financial obligation with integrity and accountability.

The Bursar's office vision is to

- Create transparency and accountability.
- Create cost effective and innovative solutions to changes in regular requirements.
- Continue development, maintenance and enhancement of infrastructure facility.
- E-governance has transformed to promote inclusive growth that covers electronic services like online payment of fees and online transactions of attendance and mark.
- The college ensures the optimal allocation and utilizes the funds for maintenance of infrastructure and purchase of equipments. Stock register is maintained for recording equipments. At the end of the financial year an internal financial audit is carried out.

Laboratories:

- Equipped with fire management systems, first aid kits, fume cupboards and exhausts.
- Adequate lab assistants are placed to maintain lab equipments.
- Issue, stock and breakage registers are maintained.
- AC, Computer and network facilities are maintained by AMC(or) serviced by agencies with system manager.

Parking:

- Adequate parking facilities with paver block structures with water percolation are structured at various locations.

Security:

- Security operation is outsourced; a team of 23 persons are involved.
- CCTV is initialized in all primary locations in the campus.

Water:

- There are 5 RO Plants and water tanks available for clean drinking water facilities and are regularly serviced.
- Rain Water harvesting is implemented throughout and the campus has 44 rain water harvesting wells.
- A solid waste management unit (Vermi Compost) is developed from which a good quality manure is produced.

Sport Complex:

- Sports equipments are periodically maintained
- Cleaning, cutting and maintenance of various grounds are done regularly
- Indoor stadium is maintained properly
- Separate Gymnasium for boys and girls that helped them to acquire stress free and healthy life
- Play grounds and play courts are fully utilized throughout the year. Zonal and state level competitions are regularly conducted. Besides NCC Army and Navel cadets use ground facilities for their training.

Power generation:

- All buildings are connected with 380KW capacity generators that ensure uninterrupted power supply throughout.
- Five generators of 15KW/250KW are used separately for seminar halls and administrative blocks.
- 3Solar plants of 200KW capacities also are used for generating electricity.

Library:

- Digitize rare books can be utilized through website.
- Free browsing center with 26computers for student's utilization is provided.
- UGC recommended Plagiarism software URKUND installed.
- Institutional membership registered with National Digital Library of India.
- American College Faculty's profile created through <http://americancollege.irins.org/>

Others:

- The college is a venue for competitive examinations conducted by central and state Government.
- Agreement has been made with the canteen, satellite canteen, security guards, and sanitary workers with yearly renewal basis.
- An Audio–visual centre is installed to train the students in editing and shooting.