

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

The institution has well defined policies and procedures for smooth function of institutional activities. The institute also believes in dedicated experts to take care of the facilities in the campus. There are full time employees to take care of different facilities starting from IT, Plumbing, Civil, kitchen facilities etc. Facilities such as IT Systems, Library, and Administrative Office work in tandem to give our best. IT Systems TSM computer labs and IT infrastructure are provided to enhance the institutional mission by supporting services to MBA and PGDM students for practical learning and research. The IT policy applies to all TSM computer and IT infrastructure and its users. Individual labs may have additional policies as instructed by the faculties of course in charges. The TSM IT system department has three dedicated non-teaching staff to manage and maintain the IT system facilities throughout the institute and hostels. The team has separate policy guidelines for classroom facilities, personal devices, WiFi facilities, problem handling, etc. IT systems also is enabled with Annual Maintenance Contract (AMC) with a third party for the maintenance of computers, laptops, and servers. Library Thiagarajar School of Management – Library has well defined policies and procedures for maintaining and utilizing the library services. The library is open on all weekdays [Monday to Friday] from 9.30 a.m. To 9.00 p.m. Library is open for week ends [Saturday Sunday] from 9.30 am. To 5.30 p.m. Students are issued five borrower's tickets for subject /additional books. Subject books are issued for 10 days. Additional borrower's tickets are issued to students to borrow are journals and magazines for one reference. Students can make one renewal after 10 days for a regular ticket. It has been customary for the faculty and students take part in book selection in the college. The Library staff usually recommends general reference books. Publishers and Vendors are increasingly providing electronic lists of titles available for purchase, printed and other printed announcements. These are being forwarded to all faculty members from time to time. For new books purchase, Dean [MBA /PGDM] can recommend the books to be procured for academic courses (subject text books) and research. Faculty members and students may suggest their books in the Requisition through email to the Librarian. Administration - The Administrative office is the in charge of maintaining the physical infrastructure of the institute including classroom facilities to construction of new buildings. The administrative office has enough staff to check and maintain the facilities for a disrupted and problem free environment. For problems related to plumbing, carpenter works, electrician and civil works, the institute is having dedicated staff members to solve the issues then and there. The institute is having a well-placed mechanism through which the community can raise the issues which will be addressed by the system. Apart from this, the institute has AMC for its major electrical equipment, which will have a periodic scheduled maintenance based on the equipment and the system. The institute has a spacious well-equipped separate gym facilities for men and women.