



POLICY FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS (4.4.2)

The institution has a well-defined mechanism for the upkeep and management of its infrastructure and facilities. An estate manager oversees all maintenance activities and the repair of all physical infrastructure. The college has its own staff of gardeners to take care of all horticultural spaces on the campus. The library is digitized and all books are managed using bar codes and an online inventory catalogue for tracking available books and reserving them is available for all. Technical staff is appointed in the lab and faculty members keep a check on the facility and its usage. Any intentional or unintentional damage caused by the students is taken strictly by the College Authorities. The Campus Code of Conduct sensitizes the students towards taking care of the college and its infrastructure. The college strongly believes in the importance of safeguarding and managing excellent infrastructure. The college also ensures the holistic development of every student through freedom with responsibility. The institution systematically monitors to ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities. Regular meetings of various committees constituted for this purpose are conducted to review the resources and augment the facilities at the best interest of student's welfare.

Laboratory: Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the respective departments.

Maintenance of laboratories are as follows: - The calibration, repairing and maintenance of sophisticated lab equipments (Computer, Science, Chemistry and Physics) are done by the technicians of related owner enterprises as per need.

Library:-

1. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
2. Users' feedback is taken every year by the feedback Review Committee. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.



3. To ensure the return of books, 'no dues' from the library is mandatory for students before appearing in the exam.
4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
5. Semi Automated Integrated Library Management System makes the library facility robust.
6. Open access journals facilities are available.
7. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

Sports: - The maintenance of sports equipment and sports facilities are entrusted to the faculty members of the Physical Education Department.

Computers: - 1. A centralized computer laboratory and four computer labs are established to enrich the students.

2. ERP software is used for maintaining faculty and students details.
3. Each Department has appropriate number of computers for their requirements.
4. Internet and WIFI Enabled campus.

Classrooms: -

1. The college has various committees for the maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other requirements.
2. Administrative officers will take charge of students' academic requirements.

Additionally:-

1. Department wise annual stock verification is done by the concerned Head of the Department.
3. Regular maintenance of Computer Laboratory equipments are done by the Technical In Charge, Laboratory Assistant with a Laboratory attendant.
4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
5. College campus maintenance is monitored through regular inspection.



6. Upkeep all facilities and cleanliness of the environment in the hostel is maintained through Hostel monitoring committee.

7. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.

8. Development and updating of softwares are done by the IT team.

9. Maintenance of wooden furniture, electrification, and plumbing are taken care in the campus by the employees appointed for the same. The institution also maintains a workshop for the maintenance of wooden furnitures and iron standees which are used for the college purpose.

10. Regular maintenance of the water cooler and water purifier is ensured by the Estate manager.


Director
(Fr. Selvichan John)
