

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

St. Xavier's College for Women has established policies and procedures for maintaining and utilizing Physical, Academic and support facilities. An annual budget for maintenance of all Infrastructure facilities is catered for at the beginning of the year. It is functioning with the help of a Planning Committee comprising of the Principal, Vice Principal, IQAC Coordinator and 5 faculty members.

- The committee has categorized all requirements in to
  - I. day to day requirements
  - II. yearly requirements
- The committee organises a meeting at the end of the year to assess the infrastructural facilities and requirements for the next academic year. The Committee prepares the budget as per the requirements of the departments and are placed before Principal and Bursar for approval.
- Day to day reporting on requirements of repairs and maintenance are submitted by the HODs to the Principal's office. The requirements are processed in 4- 5 working days by the bursar so as to keep things ready as soon as possible. The civil and electrical work is adequately monitored and maintained by the Bursar's office.

### **Library**

- The Library runs under the guidance of an Advisory Committee constituted as per GO. Ms No 169/94/H. Edn dated 22/11/1994. Advisory Committee and its Student Wing facilitate effective functioning of the Library.
- The requirement and list of books is taken from the concerned departments. The finalized list of required books is duly approved and signed by the Principal.
- Pest control of library books and records is done every year by the maintenance department
- First year students are registered to use INFLIBNET every year.
- NVDA computer facility is available for visually challenged students

### **Laboratory**

- Optimum working condition of equipment on the campus is ensured through annual maintenance contracts (AMC).
- Apart from contract workers, the college has a trained in - house mechanic.
- Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories
- Every department maintains a stock register for the available equipment
- Proper inspection is done and verification of stock takes place at the end of every year.

### **Sports**

- The play grounds and stadium of the college are made available to nearby schools and other institutions for practice and to conduct matches and sports meets.
- Programme calendar is charted for student participation in sports and games

- Sports and Games facilities are upgraded periodically. Student coaching Camps are conducted as per requirements.

### **Computer**

- The college has adequate number of computers with adequate facilities maintained by Computer Maintenance Service Provider.
- Anti-virus /Anti Malware software are installed and updated at specific intervals.

### **Classrooms**

- The classrooms boards and furniture facilities are utilized regularly by the students
- sometime it is also made available for the other governmental and the non-governmental organizations for conducting the exams like PSC, CSIR NET etc.
- The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff
- ICT enabled Classrooms are maintained on regular basis by our in-house technician.