

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

### **CLASS ROOMS:**

The institution obtains the necessary requirements of class rooms, laboratories and other infrastructural resources from each HOD well before the beginning of the academic year. Any new facility to be constructed / acquired is provided by the management before the semester begins. Wherever there exists a situation that a facility (a laboratory) is required by more than one department suitable adjustments in the time table would make the optimal use of the laboratory a possibility. Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students. Class rooms are cleaned daily by the non teaching staff of the college. Regular monitoring of electrical and fixtures is done and repaired immediately by the technicians of the college.

### **ACADEMIC:**

#### **Laboratory**

The lab assistant and Head of the Department of Zoology, Botany and Human Physiology prepares and submit the necessary requisitions to the administration of Holy Cross college well in advance before the academic session begins for approval.

#### **Library**

Proper ventilation is done so as to maintain dry environment near book shelves. Regular dusting and cleaning is done by using vacuum cleaners .Pest control is carried out so as to increase the life of valuables resources of library. Furniture and fixtures are repaired as per the requirement. Institute has well defined policy for use of e-library facility, access to e-journals of the institute through internet login and password. Book exhibitions are conducted in the library and books suggested by staff members are included in the library. Open access is given to students to the books so as to have effective referencing and exploring of new books related to subjects. Special reading room facility and computers are provided for access to e-content. Library staff conducts orientation and information literacy programs to educate students.

#### **Computers**

Maintenance of the computers (Computer lab, class rooms, office, staff room, library, office of Principal, Vice-Principal/Administer and Dean) is carried out by appointing external agencies which take cares of installing software's, operating systems and other applications on all the computers of the institute. AMC of the computers also involves replacement of faulty hardware's and or addition of the hardware augmenting the system configurations.

#### **Sports facility**

Students are encouraged to participate in extra and co-curricular activities and sport activities and their participation in Institutional and National and International competitions. Regular maintenance is carried out for gymnasium, sports equipment, basket-ball court and sport material

from experts in the field. Sport material is issued to students as per the schedule. For intercollegiate competitions sport material is issued to the student for the period of the competition .Gymnasium is used by students as per the given slot.