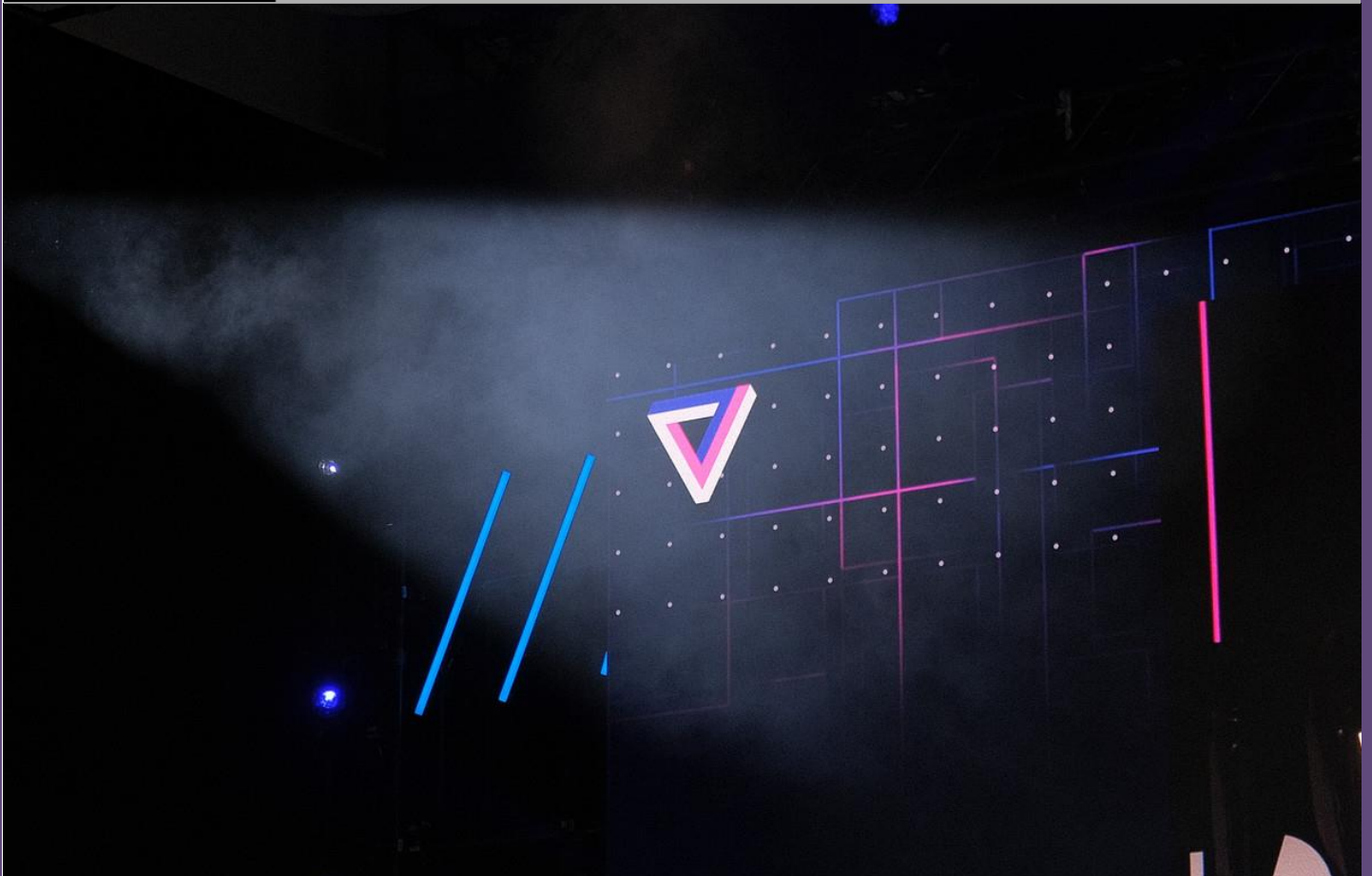




**St. Albert's College (Autonomous) | Ernakulam**

**2017-18**

**PROCEDURES AND POLICIES FOR  
MAINTAINING AND UTILIZING  
PHYSICAL, ACADEMIC AND SUPPORT  
FACILITIES**



## **PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

The College has well-established systems and procedures for maintaining and utilizing physical, academic and support facilities. The Administrative Officer takes care of all the assets of the college. He is the overall in-charge of all facilities and coordinates the same through Heads of Departments, faculty, administrative staff, lab attendants, librarian and library assistants. There are security personnel on duty round the clock in the campus who ensure the safety and security of all estate and infrastructure and the roads, entry points etc. are under CCTV surveillance for safeguarding the assets. They monitor the entry and exit of vehicles and regulate the parking inside the college.

The Mechanic of the College is in charge of maintaining all electrical and electronic equipment. Any furniture repairs needed are attended to immediately by the carpenter available on campus. The proper and optimal use of electric lights/fans/projectors etc. is ensured.

St. Albert's College (Autonomous) has the most updated academic and research-oriented equipment helpful for researchers and students. Each science Department has separate labs. There is a DST-FIST sponsored centralized research facility for chemical, physical and life sciences and computer sciences. Apart from this, there are departmental research laboratories equipped with many instruments. A dedicated teaching and non-teaching staff team keeps the laboratories clean, tidy and ordered. There is a stock register to maintain the purchases and discards of equipment. A separate consumable register is maintained where the purchases and issues of all consumable items are recorded for consumables. These registers are verified and signed with remarks by the concerned Heads of the Departments every month. Annual stock verification is done at the time of the annual internal audit. A purchase committee and finance committee approves each purchase according to the funds available. There is a policy of yearly maintenance for equipment and devices. The in house maintenance team does those repairs and maintenance, which can be done internally.

A library committee reviews the monthly activities and requirements of the Library. According to the need and funds available, the College updates the Library with the latest textbooks, reference books, journals, e-books, e-journals, etc. Book Magic is used as the Institution's Integrated Library Management System. The Library has a logbook to record the teachers, students and researchers usage of the Library.

The sports committee reviews the monthly activities and requirements of the sports complex. There is a gymnasium, football ground, hockey practice court, cricket pitch, basketball court, volleyball court, indoor badminton court, judo practice area, yoga practice area, table tennis boards, chess, carom boards, etc. These are being maintained and updated by experienced and well-qualified teaching and non-teaching staff.

There are 4 computer labs with 220 computers to cater to the needs of the students and staff. The IT team manages the requirements and updates required for computer labs. There is internet access in three labs, and for other labs to have internet access, infrastructural updations have been initiated. There are Mac and Windows PCs which run on Linux Operating System. In addition, necessary software for each department has been installed. The staff of the Computer Centre are in-charge of maintaining the IT facilities. All computer labs are available to staff and students and they are fully occupied. Repair/ upgradation/ purchase of hardware/software are also taken care of by the system administration team. The internet/intranet/LAN facilities are also fully functional and are properly maintained and monitored by the staff of the server room.

There are 75 classrooms to cater to 17 undergraduate programmes and 12 postgraduate programmes. Papali Hall is the main auditorium of the College where major formal and cultural events such as Orientation for Newcomers, Convocation, Union Inauguration and Arts Day take place. Baccinelli Hall is the open auditorium of the College for students' performances, where minor events and competitions are conducted. As part of Swachh Bharat Abhiyan, every classroom is kept neat by students.