St. Albert's College (Autonomous)

An initiative of Archdiocese of Verapoly

Affiliated to Mahatma Gandhi University, Kottayam

(Accredited with "A" Grade by NAAC)

Systems and Procedures Policy

Revised on: 02-02-2021

Approved by: Chairman

St. Albert's College (Autonomous)

Prepared by :
Vice Chairman

Approved by :
Chairman

Revised date: 02-02-2021

Revision number: 1

Systems and Procedures Policy

Policy Statement

St. Albert's College (Autonomous) strives to meet the growing needs of the institution with the support of the Planning Committee, making available adequate physical infrastructure and constantly upgrading facilities in order to provide, maintain and utilize physical, academic and support facilities.

Objective

To ensure that the College adheres to the proper usage and maintenance of physical infrastructure.

Application

The Systems and Procedures Policy is applied when all the staff and students use the physical infrastructure of the Institution efficiently and effectively in an optimum manner.

Policy Measures

Established Systems and Procedures

1. The Principal discusses with the Planning Committee and presents a report regarding physical, academic and support facilities in the Governing Body for approval and implementation.

2. The HODs, faculty, non-teaching staff and other service personnel are given responsibility to maintain the facilities under their supervision. They later report to the Principal for maintenance of infrastructure when needed.

3. An annual audit & stock taking of the physical, academic and support facilities is undertaken for assessment and evaluation. A detailed report is submitted by the Heads of the Departments to the Principal which aids in planning forthcoming academic year.

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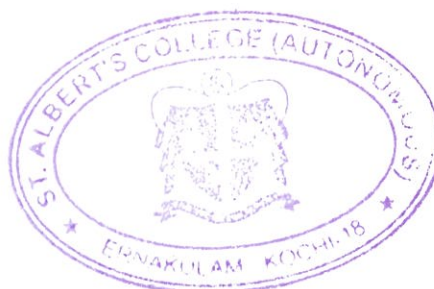
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Maintenance of Physical Facilities

1. Maintenance Staff are responsible for maintenance related to electrical, carpentry, painting etc., of the classrooms and the entire campus throughout the year and major repair works are carried out during summer vacation.

2. Technical requirements and other infrastructure facilities are maintained regularly by separate electrical and technical maintenance team.

3. Annual Maintenance Contract (AMC) for air-conditioners, generators and other equipment which are cleaned, calibrated and maintained on a regular basis.

4. Fire extinguishers and First Aid Kits are maintained regularly and their refilling is done before the date of expiry.

5. The Support Staff look into the cleaning and maintenance of class rooms, seminar halls, laboratories, staff rooms, library, corridors, wash-rooms and the college campus and are done on a daily basis.

6. Outsourced Security Guards look into the security aspects of the campus and are on duty 24/7.

7. To ensure protection for staff & students, CCTV cameras have been installed at vantage points.

Maintenance of Academic facilities

Laboratory

1. Stock taking of all the equipment, instruments, glass ware, specimens, computing devices etc. is done in all the Departments annually and details are submitted to the Registrar for documentation purposes.

2. Regular maintenance of Fault registers and Log books in all the laboratories and repair works are carried out without delay.

3. For any kind of maintenance or repair the laboratory staff in-charge reports to the Head of the Department, who forwards it to the Principal and the repair work is carried out by the concerned service personnel.

4. The instruments and equipment are serviced by the suppliers from whom they are purchased, in case of any service required. The maintenance register of the same is kept in the laboratory. Separate maintenance register is kept with details of maintenance entries i.e. name of instrument, date and description of maintenance.

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5. The sensitive laboratory equipment are housed in air-conditioned rooms.

Library

1. All books in the Library are arranged according to their classification.
2. The Library support staff help in maintaining the books and the other infrastructure in the library.
3. Damaged books are bound, scanned and digitalized in the central library.
4. The annual stock taking and maintenance of the library books is carried out during the summer vacation.
5. On request from each Department, a list of required books is prepared and procured for the next academic year.
6. A nominal penalty is levied for delay in returning the library books or losing them.
7. The Departmental Library is taken care of by the Staff in-Charge of the Library in each Department and the support staff.

Computers

1. A faculty member/lab admin is in charge in every computer lab.
2. A hardware technician takes care of the maintenance and service of the computers.
3. Minor technical problems occurring in computers are handled by the concerned lab admin and system administrator.
4. The main server and accessories are installed with power backup.
5. Computer hardware technician is responsible for maintenance and repair of computers within the Campus.
6. Use of computer laboratory facilities, for teaching and learning is recorded in the log book.
7. All Wi-Fi users are controlled through firewall.
8. Working of LCD screens are checked on a regular basis by the system admin.
9. Students are instructed to follow standard operating procedures strictly during the use of systems to avoid system failure due to improper usage

Albertian Sports Campus

1. The playground is cleaned and all the courts are marked before the start of the academic year and before the conduct of inter-departmental tournaments.

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2. The Department of Physical Education (Sports and Games) maintains stock registers, accession register, stock issue register and register for condemned equipment.

3. Every year the worn out and condemned equipment are replaced / disposed.

Recording Studio

1. A faculty member/lab admin is in charge of the Recording Studios

2. A main server and accessories are installed with power backup.

3. The use of recording facility for teaching and learning is recorded in the log book.

4. Working of all the equipment in the studio is checked on a regular basis by the system admin.

5. Faculty are instructed to follow standard operating procedures strictly during the use of the studio, to avoid system failure due to improper usage

Class Rooms:

1. Classrooms are allotted as per student strength.

2. The Class Tutor is given responsibility for the maintenance of his/her class room.

3. The Tutor informs the Registrar about the requirement of repair /cleanliness.

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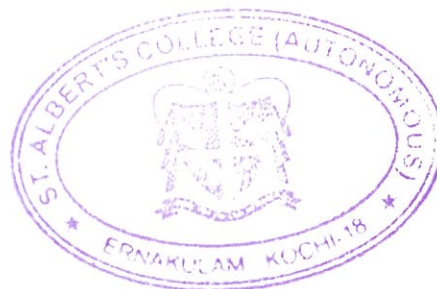
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