

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

As a government aided institution established and run by the Catholic Diocese of Mananthavady, the Management takes maximum effort to provide ample physical and academic facilities in the college and also to monitor the maximum utilisation and maintenance of them.

The institution has its own mechanism of functioning, with the Principal at the helm and various committees looking after the utilization and maintenance of each section. For example, the Infrastructure Committee under the supervision of the College Manager looks after the construction work, maintenance and repair, related to the building and other major infrastructural facilities like laboratories, stadium etc. Major maintenance and upgradation work is done under the supervision of an engineer appointed by the Manager. All minor works are attended and repaired by the technician or mechanic appointed by the college. The Management has appointed two laborers to look after the water supply, power supply and for the daily maintenance of the campus.

The procedure to use major facilities like library is explained in the College Handbook. The common facilities like audio-visual room, auditorium etc can be reserved early to facilitate proper planning and implementation of programmes and for this purpose a register is maintained in the College office. For other purposes, for example, getting an LED Projector for a special programme, the college follows a system: the student/faculty concerned writes a formal request to the Principal, with the recommendation of the Head of the Department. Principal gives permission for the use of equipment in writing and the office superintendent, after recording it in the issue register hands over the equipment. When it is returned, it is again recorded in the return register. This procedure ensures responsible handling of all the equipment of the College.

A complaint register is kept on the table of the Office Superintendent to record complaint regarding the functioning of any computer, equipment, classroom facilities and the like; as soon as a complaint is recorded, the Superintendent in consultation with the Principal, and if necessary, with the Manager, takes prompt action to repair or replace the equipment.

All the Departments and laboratories are maintaining stock registers which are signed by the Principal annually, after the stock verification by the committees concerned. All these are systems and procedures for the maintenance and upkeep of the facilities of the college.