



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

The college ensures fair allocation and utilization of the available financial resources for maintenance of different facilities by conducting regular meetings of various committees constituted for this purpose

Library- The requirement and list of books is taken from the concerned departments and Heads of the various Department are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

Every year in the beginning of session, students are motivated to register themselves in library to use the library books and Journals.

Suggestion box is installed in side the reading room to take users feedback .Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.

To ensure return of books, 'nodues' from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained.

Other issues such as weeding out of old titles, schedule of issue/return of book set care chalked out/ resolved by the library committee

Laboratory- Record of maintenance account is maintained by lab technicians and supervised by Heads of the concerned departments. Other measures to maintain laboratories are as follows:

- The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.
- The microscopes used for experiments are annually cleaned and maintained by the concerned departments.
- There is systematic disposal of waste of all types such as bio degradable chemical/chemical and e-waste.

Sports: - Regarding the maintenance of sports equipment the college sports in charge is deputed. The College has a standard ground including volley ball and basket ball courts where outdoors sports activities are held. The college also has an indoor stadium for badminton, table tennis etc. Grade IV staff assigned for maintenance and repair works.

Computers- Computer maintenance is done regularly and non repairable systems are disposed off by following pro pere- wasted is posal procedure. The college has adequate number of the computers with internet connections and the utility software's distributed in different places like office, laboratories, library, departments etc. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. The computer laboratory connected in LAN is open for the students, the office computers which are also connected through the LAN. The library is also provided LAN facility for the computers and they are loaded with the library



Holy Cross College (Autonomous)

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software. The departments and the staff can make use of the computer system with internet at their seating places or from NRC (Network Resource Centre) in addition that majority of the staff has their own laptop sand the internet

Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including UPS, batteries and broadband.

Lab Assistant is appointed whose duty is to monitor the systems periodically .Updating ofsoftware's is done by lab assistants. If any fault is detected, immediate action is taken to repair those parts through suitable vendors. For new purchases, quotations are taken fromsuitablevendors and order is then placed.

Classrooms: The classrooms boards and furniture facilities are utilized regularly by thestudents but sometime it is also made available for the other governmental and the non-governmentalorganizations forconductingthe exams.

Provisions:

- Budget provisions are made for newaswellasold facilities,repairsandmaintenance.
- Construction and Campus Beautification committee is formed whose purpose is to look after the new construction as well as maintenance work required in campus.
- The college garden is maintained by the gardener appointed by theinstitute
- Electrical and the Plumbing related maintenance is done with the help local skilled persons
- Regular maintenance of the water cooler and water purifier is done regularly.

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