

ST ALOYSIUS COLLEGE (AUTONOMOUS), Mangalore strives to meet the growing needs of the institution by making available the adequate physical infrastructure and constantly upgrading facilities in order to provide, maintain and utilize physical, academic and support facilities.

Established Systems and Procedures

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

Maintenance of Physical facilities

- **Maintenance Officers and Staff** – The maintenance staffs under the supervision of maintenance officer are responsible for maintenance related to electrical and other repair work of the classrooms and the entire campus throughout the year. The Carpentry, painting etc. are out sourced and these works are carried out under the supervision of the Maintenance Officer.
- Technical requirements and other infrastructure facilities are maintained regularly by separate **technical maintenance team**. The major repair works are carried out during summer vacation.
- **Annual Maintenance Contract (AMC)** for lifts, air-conditioners, generators, water purifiers and other equipment which are cleaned calibrated and maintained on a regular basis. Fire extinguishers and First Aid Kits are maintained regularly and their refilling is done before the date of expiry. Annual Maintenance Contract (AMC) for Servers and Software are also maintained on a regular basis,
- **The Support Staff** - Cleaning and maintenance of class rooms, seminar halls, laboratories, staff rooms, library, Wash rooms, corridors and the College Campus are done regularly on a daily basis.

- **Outsourced Security Service** - The security of the campus is maintained by the Outsourced Security Agency Guards since November 2019.
- To ensure protection for staff & students, **CCTV cameras** have been installed at Computer Laboratories, Corridors, near the gates and other vantage points.

Maintenance of Academic facilities

Laboratory

- **Stock Updating** of all the equipment, instruments, glass ware, specimens, computing devices etc. is done in all the departments annually and details are given to the College office for further action
- Regular maintenance of **Fault registers** and Log books in all the laboratories and repair works are carried out immediately.
- For any kind of maintenance or repair the **laboratory staff in-charge** reports to the Head of the Department, and he/she forwards it to the Principal and the repair work is carried out by the concerned service person.
- The instruments and equipment are **serviced by the suppliers** from whom it is purchased
- 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.
- All the computer **labs and server room are equipped with Air Condition** facility for better maintenance.

Library

- All books in the library are **arranged according to their classification**.
- The **Library support staffs** helps in maintaining the books and the other infrastructure in the library.
- Damaged books are bound, scanned and digitalized in the central library.
- The **annual stock updating and maintenance** of the library books is carried out during the summer vacation.
- On request from each department, a **list of required books** are prepared and procured for the next academic year.
- A nominal **penalty** is levied for delay in returning the library books or losing them.

- The **departmental library** is taken care of by the staff in-charge of the library in each department and the HOD.

Computers

- The **Lab Administrators** and the faculty member are in charge in every computer lab.
- Two **hardware technicians** take care of the maintenance and service of the computers in the laboratories. And two **hardware technicians exclusively take care** of the maintenance and service of the **computers and the laptops in the departments and the administrative offices.**
- Minor technical problems occurring in computers are handled by the concerned **lab administrator.**
- All the servers, computers and the other accessories are **installed with power backup.** Computer hardware technicians are responsible for **maintenance and repair of computers** within the Campus.
- All **Wi-Fi** users are controlled through the cyberoam firewall. **Working of LCD is checked** on a regular basis by the technicians.
- Students are instructed to **follow standard operating procedures strictly** during the use of systems to avoid system failure due to improper usage

Sports

- The **playground is cleaned** and all the courts are marked before the start of the academic year and the inter-departmental tournaments.
- The Department of Physical Education (Sports and Games) **maintains stock registers** A & B, accession register, stock issue register and register for condemned equipments.
- Every year **the worn out and condemned equipment are replaced / disposed.**

Swimming Pool –

College swimming pool is maintained by the outsourced agency from the year ----- . Pool water is cleaned and refilled on a weekly basis.

NSS NCC

Separate **Stock Register is maintained by the NSS and NCC officers** for NCC and NSS equipment. These equipment are kept in separate rooms which are exclusively allotted for NSS and NCC activities.