

## **BISHOP APPASAMY COLLEGE OF ARTS AND SCIENCE**

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

The college has a maintenance department with a campus in-charge and maintenance supervisor. They look into the cleanliness and maintenance of class rooms, ground, garden, mess, canteen, rest rooms and parking area. The college building and furniture are checked and necessary repair work is done annually at the close of every academic year. Maintenance department provides instructions regarding maintenance to the sub staff and also provides the necessary cleaning materials. A gardener appointed by the management maintains the plants and trees and makes the campus green and beautiful which is a feast to the eyes of the spectators.

Each laboratory has a qualified lab technician assisted by an attender. The equipments are serviced at regular intervals and are maintained in proper condition. Stock registers are maintained to have a track on materials bought, issued and stock maintained in the laboratory.

The librarian looks after the purchases, issues and maintenance of books, journals, e-resources etc., in the library. Accession register and issue registers are maintained in the library. New books, periodicals and journals are added to the library based on the request/ requirements from the departments. Annual stock verification is done regularly. It is mandatory for the students to get 'No dues' signature from the librarian before they get their hall tickets for each semester exam. Subscription renewals of journals are done by the librarian. Entry registers are maintained to record the walk-ins of both faculty and the students.

The class rooms have conducive environment for learning. Class rooms have good ventilation with proper lighting. The class rooms and laboratories are cleaned at the end of every day and dust bins are provided for disposal of wastes. Common areas like corridors are also properly maintained. The campus buildings are also white washed and painted periodically during vacations.

The computer labs are maintained by qualified lab technicians. Entry registers are maintained in the computer labs to monitor the flow-ins of the students.

The sports department headed by the physical director looks into the sports infrastructure of the institution. The physical director is assisted by an assistant physical director and an attender. Issue and stock registers of sports materials are maintained by the sports department. Sports department conducts annual sports day. It conducts individual and team games for the staff and students separately as a part of sports day events. The department also maintains a gym for the benefit of staff and students.