

## **Procedures and Policies for Maintaining and utilizing Physical, Academic and Support facilities**

St. Aloysius College Society in consultation with the Governing Body, the Principal and the Administrative Council makes every effort to ensure adequate physical infrastructural facilities. The principal and the staff ascertain that the physical infrastructure available is optimally used which comprises of an administrative building, spacious and ventilated DLP equipped classrooms, laboratories with instruments and software, central instrumentation centre, language lab, central library, reading room, digital library, seminar hall, conference room, examination cell, automation room, auditorium, playground, multi gyms for men and women, placement cell, canteen, common room for women, wash rooms for men and women, fire extinguishers, parking shed, water purifiers and coolers for drinking water. The institution also possesses its own 45 KVA generator for power back-up.

Optimal utilization of the physical infrastructural facilities is ensured by working in two shifts. A planned timetable and adequate staff assure comprehensive use of various classrooms and laboratories. In addition to regular programmes, the infrastructure is also utilized for summer training programs, extra and remedial classes, clubs and societies' activities during Sundays, holidays and semester breaks.

After college hours the space is also used for other purposes such as meetings of Jabalpur Inter Religious Forum, Friendship Club, Marriage encounter programmes, retreats, youth seminars, career guidance classes, alumni programmes and others. The college infrastructure is also used for various exams conducted by external agencies.

Indoor games facilities include chess, carrom, badminton and table tennis. The institution also provides for outdoor games like volleyball, handball, basketball, football, cricket and athletics. Training is provided to the students by a male and a female sports officer.

The Library has an Advisory Committee headed by the Principal as the Chairperson, Vice-Principal, Librarian, Assistant Librarian and faculty members from different departments. The committee facilitates the management of library services and makes it user friendly.

The College has a comprehensive IT policy. The Administrative Council suggests improvements needed to keep pace with the changing IT trends. Interactions between System Admin and other professionals in the relevant sector provide suggestions and insights. An annual maintenance contract (AMC) with "Addmen Multi Studio", Indore, provides online tech-support engineer to maintain the ERP system. College has in-house dedicated staff for managing the data and network.

The Vice Principal looks into matters of maintenance of available infrastructure. The institution has allocated resources for proper maintenance of the facilities.

The institution has system technicians to maintain the computers and accessories.

Annual maintenance contract is signed for major equipments at the time of purchase. Building construction and maintenance is carried out through contractors and a civil engineer. Support staff is appointed for cleanliness and maintenance of the campus.