



SAINT MARY'S SYRIAN COLLEGE
BRAHMAVAR
UDUPI DIST. KARNATAKA
(RE-ACCREDITED B+ GRADE BY THE NAAC)
(INTERNAL QUALITY ASSURANCE CELL)

PHYSICAL AND ACADEMIC FACILITIES-
UTILIZATION AND MAINTENANCE POLICY
(2020-2021)

The college has the availability of equipments and up- to- date infrastructure. There is systematic procedure for the purchase and maintenance of these infrastructural facilities. The required item is purchased after the approval of the management and then it is entered in the stock register. At the end of the academic year, stock verification is done by the different committees.

I. The academic support facilities like library, sports supporting over all development of the student.

Library: The library is headed by librarian and he is the premises superior for UG. He is supported by the library assistant, supporting staff for journal and reference section. In addition to the above staff, attender will help the students for searching and lending of the books in the library.

The requirement and list of books is taken from the concerned departments .The finalized list of required books is duly approved and signed by the Principal.

- In the beginning of academic year, students are motivated to register themselves in library to use INFLIBNET. During 2018-19 the number of INFLIBNET users were 13 .
- The library has given prior importance to needy visually challenged students.
- Book bank facility for the minorities, SC and ST students.
- Separate internet and basic facilities are provided to the students in the library.
- The proper account of visitors (students, staff and public) on daily basis is maintained.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out by the library committee.

Sports: The Physical education department is facilitated by the Physical Director to educate the students. This department of the college consisting of Indoor Stadium and the 4X100 meter standard track are used by students, staff and the public.

Regarding the maintenance of Indoor Stadium, badminton / T.T. Courts/ Gym, the college consults experts.

II. The physical facilities including classrooms and computers etc. are made available for the students.

Computers: Centralized computer laboratory is established by UGC and management funds. The departments and the staff can make use of the computer system with internet facility. The college website is maintained regularly by our college staff. Computer maintenance

through AMC (Annual Maintenance Charges) is done regularly and non-repairable systems are disposed off.

Classrooms: The College has adequate infrastructural facilities in the classroom. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments.

The classroom, boards and furniture are optimally utilized. The maintenance and the cleaning of the classrooms are done with the efforts of the class IV staff.

The college garden is maintained by the gardener appointed by the institution.

The maintenance of UPS and generator is done by the appointed staff.