



LOYOLA COLLEGE OF EDUCATION
Nungambakkam, Chennai-34

Systems and Procedures for Maintaining and Utilizing Physical, Academic
and Support Facilities





Loyola College of Education, Chennai - 34.

Introduction

Loyola College of Education, Chennai has established systems and procedures for maintaining and utilizing Physical, Academic and support facilities. College has regular maintenance and periodic replenishment of essential facilities.

Physical Infrastructure Maintenance Procedure

The college has an effective mechanism for the maintenance of the infrastructure and other facilities to have optimum utilization of the facilities in order to have effective college functioning.

Systems for Maintenance and Utilization

- Budget provisions are made for new as well as old facilities, repairs and maintenance.
- Establishment/repairs and maintenance is taken care by the Technical Assistant
- Requirements for new purchases and maintenance of old is collected every year and approved in the purchase committee meeting.
- Depending on availability of funds, requirements are fulfilled by the management.
- Faculties In charge of various laboratories of the college takes a periodical review of repairs and maintenance requirements of their respective laboratories.
- Uninterrupted power supply is ensured inside college premises with help of UPS and generator
- The campus atmosphere is kept attractive and green with proper maintenance and cleaning.
- The security of campus and properties is ensured with appointment of security officers

Procedures for Maintenance and Utilization

- The cleaning and the maintenance of the classrooms and laboratories are done by the maintenance staff.
- The Smart Classrooms are maintained on regular basis by the Technical Assistant
- The college website is maintained regularly by website provider- WECARE TECHNOLOGIES
- All the classrooms have LCD projectors ,display screen with Wi-fi facility
- Maintenance of electrical equipments is regularly done through the Technical Assistant



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- Rain water harvesting system helps in the maintenance of the ground level water.
- Recycled water is utilized for maintenance of the garden
- All the facilities like sports facility and health room facility is maintained on regular basis.
- Electrical, electronic and the plumbing related maintenance is done with the help of local skilled persons
- CCTV is maintained on regular basis by Expert Software Systems P LTD
- Lift is maintained on regular basis by Johnson Lifts & Escalators, Chennai.
- Bio Metric is maintained on regular basis by Mukesh Lites, Chennai
- The college has adequate number of computers with IT facilities maintained by Power Service, Chennai
- Water Dispenser is available on every floor. The water tanks are cleaned every week to ensure purity.
- Fire extinguishers are wall mounted on each floor
- A Health room is maintained for the service of sick students with essential medicines and first aid kit

Library Maintenance Procedure

The library is open from 8.30 a.m. to 4.30 p.m.

The Librarian of the college takes care of the development, use and maintenance of library resources. Library automation helps to keep track of cataloguing of resources, circulation of resources and visits of users. The library software is updated whenever needed.

ICT infrastructure Maintenance Procedure

The faculty in-charge does routine maintenance on the computers and other ICT equipments. Every month, the system's flaws are found and fixed. The college secretary is informed of the need for any replacements or new requirements. The Technical Assistant installs antivirus software and updates the systems.

Laboratory Maintenance Procedure

Stock registers are updated and inspected yearly. Any necessary repairs/replacements are made right away.



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Sports Facilities Maintenance Procedure

Regular leveling and weeding keep the track and grounds in good condition. The stock registration is updated and checked once a year. On the requirement and suggestions of the physical director and the students, new equipment's are purchased.

Classrooms Maintenance Procedure

All the classrooms are well maintained by the maintenance staff. The classrooms are located on a plastic-free, eco-friendly campus.


Signature of Principal
PRINCIPAL
Loyola College of Education
Loyola College Campus
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