



St Berchmans College

Founded 1922

AUTONOMOUS

College with Potential for Excellence | Reaccredited by NAAC with A Grade

Affiliated to Mahatma Gandhi University, Kottayam, Kerala
Changanassery, Kottayam, Kerala, India-686101

Infrastructure, Maintenance and Utilization Policy

Volume	II
Responsible Executive	Bursur, St. Berchmans College
Responsible Office	Office of the Principal, St. Berchmans College
Date Issued	November 2020
Date Last Revised	November 2022

1. Statement of Policy:

The development and maintenance of a well-developed infrastructure is critical for the consistent growth of any Higher Education Institution. Infrastructure policy of the college aims to meet both current and future infrastructure demands of the college. The policy has both physical and virtual assets in its purview and it aims to promote the development of infrastructure by adhering to the Vision and Mission of the college.

2. Objectives

- To ensure infrastructure for curricular, co-curricular, extra-curricular and administrative needs of the college.
- To guarantee stakeholders the benefits of optimal utilization of the infrastructural facilities.
- To avert mismanagement and misconduct of college amenities and services.

3. Individuals and entities affected by this Policy

All stakeholders of St Berchmans College will come under the purview of this policy.

4. Role & Responsibilities

4.1 General Infrastructure

- The new infrastructure requirement, raised by various stakeholders, shall be discussed at various levels of authority, such as College Managing board and The Finance Committee. Once approved, it will execute through the office of the Principal/bursar.
- The departmental requests for new purchases duly signed by the Head of the Department have to be submitted to the College Purchase Committee for endorsement.
- Every department has to keep a stock register of the departmental infrastructure facilities and an annual stock verification has to be done.
- The fixation and revision of the rental amount of infrastructural facilities is made by the office of the finance officer.

4.2 Class Rooms, Seminar/Conference Hall and Auditorium

- The Department Heads have to carry out a periodic inspection of the academic facilities to assess the repair and maintenance requirements of their respective Departments.
- A Maintenance Complaints Register is maintained in the College office to register, their grievances of the staff and students related to infrastructural cleanliness and maintenance. The complaints can also be raised through the College Grievance Redressal Cell.
- The cleaning of the campus is done by the house keeping staffs, appointed by the management.
- The utilization of the campus for campus drives, central and State competitive exams such as NET, SET, PSC, LBS, JAIIB, CS, ICAI, Cooperative examinations and Bank examinations during holidays and weekends will be decided by the Principal/ Bursar.
- Restricted use of the College infrastructural facilities like Auditorium, Class Rooms and Seminar halls are allowed for the outsiders on daily rental basis without disturbing the academic activities. The applicant has to submit their application elaborating the nature, purpose and time of the event, attached with the brocher, to the Principal/ Bursar for the permission.

4.3 IT Infrastructure

- IT Infrastructure facilities are open to all the staffs and students. IT Hardware Installation and Maintenance is performed by Technical Assistant and team in college on request of HOD or authority.
- The everyday procedures of the allotment and maintenance of computer systems have to be intimated to the Head of the Department by the lab assistants.
- The requirement of the repair of the systems has to be reported to the Bursar/Technical Assistant appointed by the authority through the Head of the Department and the Department Head has to check whether the timely action is taken.
- A stock register and a complaint register have to be kept in all the departments, Computer Labs and have to be regularly inspected by the Head.
- The technical Assistant will be in charge of the maintenance and repair of the Internet and Wi-Fi facility for the entire campus.

4.5 Laboratories and Instrumentation Facilities

- The laboratory assistants take care of the laboratories. Maintenance works, when needed, are to be reported to the office by the Head of the Department.
- Students are not permitted to remain in the laboratory without the supervision of a laboratory staff and should adhere to Laboratory Rules and Regulations prepared by the department.
- All injuries, accidents, spills, and breakages should be reported to laboratory personnel as soon as possible.
- All faculty, students, staff and visiting scholars shall adhere to a standard laboratory dress code and use personal protective equipment (PPE) when working in potentially hazardous situations or around potentially hazardous materials and/or equipment.

4.6 Sports Infrastructure

- The proper utilization and maintenance of the Sports Infrastructure is the responsibility of the Head of the Physical Education Department.
- A Stock Register of the Sports materials has to be kept in the department and an annual stock verification has to be performed.
- Utilization of the indoor stadium is strictly under the supervision of the Principal/Bursar.

- The Ground Marker has to take care of the maintenance of the play Ground and supply of the play kits.
- A prior written permission from the Principal/ Bursar is required for the use of the College sports facilities by the personnel other than S B College sports students.

4.7 Library

- The policy for the utilization, maintenance and augmentation of the library facilities has to be framed by the Library Advisory Committee.
- The librarian has to ensure the implementation of the library policy. The requirement of the infrastructure augmentation and maintenance shall be intimated to the Principal/Bursar in written by the librarian.
- The librarian has to confirm the entry of the new books to the stock register.

4.8 Hostel Infrastructure

- Hostel Committee consisting of the Manager, Principal, Warden, Hostel Wardens, Mess Warden and the Bursar.
- Rules and regulations instructed by the Hostel Committee for the discipline and mess administration of the hostel should be kept by the inmates of the Hostels.
- The Hostel warden has to be vigilant in maintaining the discipline of the hostel.
- The periodic repair of the hostel infrastructure is to be carried out by the Warden and the Bursar.
- An admission register, Complaint book and movement register have to be kept in the hostel office and entries to be reviewed.

5. Approval & Review Details

Approval Authority:

Manager, St. Berchmans College, Changanacherry

Officer In charge:

Bursar, St. Berchmans College

Approved on: November 2022

Next Review Date: November 2024

6. Feedback:

Stake holders may provide feedback about this document by e-mailing to IQAC.