

St. Xavier's College Thumba

Thiruvananthapuram, Kerala

A knowledge Society with Compassion Equity and Justice

Maintenance and Utilization of Academic, Physical and Support facilities



IQAC
St. Xavier's College Thumba
www.stxaviersthumba.org

The college has well established systems and procedures for maintaining and utilizing physical, academic and support facilities in the campus. IQAC is the body that ensures proper maintenance and utilization of academic as well as physical facilities. PTA, college council and different committees support IQAC in the task. For issues that are to be addressed immediately, a repair and maintenance register is kept at office, on which staff can register their requirements and complaints regarding academic and physical facilities. Every entry in this register will be addressed by the Bursar of the college.

Physical Facilities

- College has a 25 years master plan. Year-wise addition of facilities are done according to this plan.
- Periodic maintenance and painting of buildings are done every year.
- There is annual stock verification for each department.
- Classrooms are inspected regularly by cleaning staff.
- There is a mechanic in the college to repair and maintain electrical all equipment.
- Adequate budget will be allocated every year for annual maintenance of college infrastructure.
- Damaged furniture is stored separately and are repaired once in every year.
- Proper training and motivation are given to teachers every year to ensure maximum utilization of ICT facilities.
- Agreement has been made with GJ Infotech company to maintain e-governance facilities regularly.
- Protective measures are taken for computers and other sophisticated instruments. Firawall, UPS, stabilizers, sine wave inverters etc. are used for this purpose.
- Air conditioners and water purifiers are regularly serviced.
- College buses are maintained by PTA
- Head of the departments take measures to ensure the usage of every equipment and every laboratory facility, to prevent damage from no use.

Computer Facilities

- All computers are protected with anti-virus programmes and UPSs. Immediate repair and maintenance are taken care by the college mechanic through Bursar.
- Computers are used to their maximum and 'repair and reuse' policy is adopted over replace, to reduce e-waste.
- Broadband connectivity is maintained by BSNL, proper maintenance is also ensured.
- Basic course in Linux and DCA course are offered to students as a value added course to ensure safe and effective use of computers.
- Students are given individual user id and password to login to college website to check their academic details, attendance and main announcements by Principal. This ensures maximum utilization of college website by students.

Library Facilities

- Adequate budget is allocated every year for the purchase of books and periodicals.
- College library has over 250 rare books which are given special care by library staff.
- Adequate staff is employed in library for proper functioning and maintenance.
- Library is maintained as fully automated by library management software.
- Library softwares, OPAC system, Braille software etc are regularly updated by librarian.

Laboratory facilitate

- Every laboratory keeps stock register, purchase register and breakage register, which are verified annually.
- Adequate budget is allocated every year for maintenance of laboratories, as well as for the purchase of new equipment.
- Replacement and renewal of lab equipment are done periodically.
- Maintenance and repair of laboratory equipment are done by professionals.
- Green protocol is applied to every laboratory to minimize wastage.

Sports Facilities

- Memorandum of Understanding has been made with Kerala Cricket Association, to maintain the international cricket stadium of the college.
- Sports advisory committee of the college takes care of maintenance of grounds, gymnasium, health club etc.
- Equipment for sports and games are under the are custody of Head of the department of Physical education.
- Adequate budget is allocated every year for proper maintenance of sports facilities.
- Students are promoted to use the Gymnasium and health club to ensure maximum usage of these facilities.