

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms etc

- The maintenance and cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff and in major cases the college goes for the maintenance support to local experts.
- The office computers consist of the office software making work easier and systematic and are restricted to be used only by the appointed office staff.
- Digital Library has access to DELNET and INFLIBNET. Staff members and Research Scholars use these resources at free of cost on need basis.
- One Laptop and a computer with internet connectivity are provided to every department.
- Providing instruments and all those computer related facilities are given a contract of their maintenance annually to ESSESS Computers, Coimbatore. This division provides the integrated IT services like smooth running of automation, up-gradation and maintenance of automation package, troubleshooting of hardware, networking equipments including internet connectivity, procurement of hardware, software and the like.
- The ICT Smart Class Rooms and the related systems are maintained by the corresponding service provider.
- The college website is maintained once in three months by leased line with Blazon, Coimbatore.
- The maintenance of UPS and the Generator is regularly done by XL Batteries, Coimbatore and the Plumbing related maintenance is done with the help local skilled persons and the expenditure is done from budget gained by college from different sources.
- The maintenance of Intercoms is done with AMC by IN-SYNC Solutions, Coimbatore.
- AC maintenance is carried out with AMC.
- The health centre has three beds and has enough space to cater the needs of the patients and it is utilized by students, staff of St. Joseph's College and by the neighbourhood dwellers around college campus.
- For Maintenance of Infrastructure a full time contractor is appointed to look after the maintenance of all buildings in the campus by managing committee. Funds for maintenance are allocated and maintenance works are executed for laboratories,

Computers, Intercoms, library related services, AC and CCTV. The supervisor and support staff look after the maintenance of water supply, electricity and other related work and also for cleanliness of the college.

- The entire maintenance is headed and monitored by the Principal cum Secretary of the college.
- Day today maintenance of the equipments and machineries in the laboratories are maintained by the lab In-charge as per the direction of HOD.
- Two buses are plying covering all the routes for the use of staff and students.
- The library is headed by the librarian and she is supported by the assistant librarian who will help the students for searching and lending of the books in the library.
- The physical director takes in-charge of the sports related facilities including gymnasium, sports equipments etc.
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