

## **Andhra Loyola College (Autonomous), Vijayawada - 8**

### **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

The policies for infrastructure of Andhra Loyola College has been formulated with a motive to prepare Global citizens with competence, conscience, compassionate commitment and basing on the guidelines of statutory bodies and emerging development in technology. It includes the necessary technology enhancements in ensuring infrastructure quality and cost along with timely upgradation. Infrastructure is safe guarded as inventory numbers are assigned to each equipment besides maintaining asset records, Maintenance includes regular lubrication of equipment, Servicing for major equipment, Clearing of osmosis water filters periodically. The supplier will be conducted if any machinery under warranty has to be repaired or otherwise fixed by the college technicians if possible and hand-overed for external servicing.

Policy Procedures For Library: Fr. Gordon Library information Centre is Open free for the users in open access. Access to all resources is through the fully automated library system by using available technology with barcodes. Library ensures that all the documents both soft and hard copies are well protected and maintained by using DDC classification schemes and in turn we “save the time of the user” in Library document searching process. To protect the resources in the library stacking, shelf-arrangements, cleaning, stock verification weeding of outdated old collections is done regularly.

Utilization of INFLIBNET, N-LIST, NATIONAL DIGITAL LIBRARY OF INDIA (NDLI) and other free / open access resources are done by staff and students. ‘No-dues’ certificate from library for both staff and students are compulsory to ensure return of books and reasonable rules and regulations are followed for the good management of the library information centre.

Maintenance of Computer Labs: College has 8 computer labs at degree level and 1 lab at PG level. Systems are regularly checked and repaired whenever necessary computer maintenance is done through ALC. It involves installation, up keeping, repair and security of computer equipment smart classes are well taken care of according to the procedures and irreparable systems are disposed of.

Sports: ALC has excellent sport facility which is maintained and safe guarded as per the norms. College Consists of beautiful grounds for cricket Shuttle Badminton and basketball outsiders are allowed to played in the courts with a nominal fee. Intensive coaching will be given all those who are registering training is provided by out-siding coaches. Fitness centre is also a part of college sports hostel students makes best use of these facilities are provided for those who get injured during playing sports.

Department Laboratories:

1. Handling of instruments and machinery is done through SOP's.
2. Maintenance of log books.
3. Rules and regulations are displayed in the labs so that students will follow them strictly.
4. Peer audit equipment will be monitored to have credible accounting and maintenance of instruments.