

St. Xavier's Catholic College of Engineering
Chunkankadai, Nagercoil 629003
Internal Quality Assurance Cell
Procedures and Policies for Maintaining and Utilizing Physical Academic
and Support Facilities

Laboratory, Library, Sports Complex, Computers and Classrooms

Laboratory: based on the directions of faculty member, students are allowed to do the experiments. Students return the accessories and tools after doing the experiments. Lab assistant is checking the tools before issuing to the students and after returning by the students. If damage is found the details are recorded in damage register. Laboratory equipment are periodically maintained by lab assistants and the details are entered in maintenance register. During the maintenance check-up, problems if any found are rectified by the lab assistants. If the problems are beyond the scope of servicing by the lab assistant, the service is done by professional technicians by obtaining proper permission from the Management.

Library: UG students can borrow 3, PG students can borrow 4 and faculty members can borrow 6 books. Students are allowed to borrow books for duration of 2 weeks. Book search, issue and return are done through library automation software. Walk in and Walk out are recorded electronically in E gate using barcode reader. Library hours are used to improve the reading habit of the students. Students and staff members access E -contents using the login account provided to them. The automation software is maintained by software cell.

Indoor Stadium is open for students and public from 6 a.m. to 8 a.m. in the morning and 4 p.m. to 6.30 p.m. in the evening. Students enter the stadium with sportswear, non-marking shoes for shuttle court. Eatables are not allowed inside the indoor stadium and gym. Maintenance and cleaning works are carried out weekly, monthly and yearly according to the need.

Computers: periodic Maintenance of the computers in the laboratories is done by the lab assistants and the computers in the office and other places are done by technical assistant of the computer center. Maintenance of all the computers in the college is coordinated by System Administrator.

Maintenance: Class Rooms are cleaned by people of hygienic department. Laboratories, class rooms and corridors are maintained free from cobweb by department assistants and lab assistants. Electricity, power backup, AC, water and civil maintenance works are carried out by maintenance department.

Detailed responsibilities are provided in the College Administrative Manual.


2/3/21
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