


POMPEI COLLEGE AIKALA

INTERNAL QUALITY ASSURANCE CELL

2018-19

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

The institution has clearly stated procedures and policies for maintaining and utilizing the physical, academic and support facilities such as library play grounds, computers. Class rooms, auditorium. The management of the institution frames rules and regulations regarding its maintenance and utilization from time to time. The main objective of the procedures and policies is the optimal utilization of existing facilities. • The College has two playgrounds used for sports and games and other activities that requires open space. It is maintained by the Physical Education Department. The institution provides the ground to different educational institutions and associations to conduct activities charging a nominal fee. • The college has well-furnished centralized library with 24792 books. New arrivals are displayed in the Library. • Reprography facility is available on payment facility. • Library has computer facility with internet connection for a nominal charge. • Three borrower's Cards are issued to each student of two colours. Two borrower's Cards are issued to borrow books for a week and a borrower's card is issued to borrow reference books on daily basis. Late return of the books is penalized by a fine of Rs 2 per day and Rs 3 for the books for overnight. • Examination hall tickets and other certificates are issued to the students only after the submission of N.O.C. from the Library. • Under the book bank facility the top ten rank holders are issued 3 additional books in a semester. • At the insistence of the Librarian, in consultation with the members of the department, H.O.D. submits list of books to be purchased. • Sufficient reference books are provided to the staff. • The staff members are required to return the books by the end of March. • Ten staff quarters are provided on a nominal rent for the employees of the institution in the college campus. • The college canteen caters snacks, refreshment and meals. It is managed by an outsider on an agreement basis. • Two Gymnasium caters for the needs of men and women and users register their candidature with Physical Education Director • The audio-visual hall of the college is used for academic activities such as seminars, mini conferences, staff meetings, student council meetings etc. Students watch films and videos in their free time. • College auditorium is used for academic, co-curricular and extra curricular activities • Staff and Students are allowed to make use of the separate parking space. Students submit their copy of driving license to the college office. • The classrooms are only used for student centered activities. No outsider is allowed to enter the classroom. Students take turn to keep the classroom clean and thereby assist the peons. • Three water coolers and an aqua guard is installed for the drinking purpose only. Students are cautioned against the misuse of water. • A Ladies room is provided as a rest room with 19 toilets for women students. Eight toilets and 26 urinal blocks are provided for the men students. Ladies staff members have an exclusive space for resting. Round the clock tap water flow is arranged throughout the building. The support staff looks after the cleaning and maintenance. • Open air stage is used for the cultural performances especially during the annual day celebrations. It is maintained by the maintenance staff. • Institution manages a Computer Center . • Each faculty member is provided with a computer.


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