

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

Planning and Evaluation committee of Loyola Academy, under the guidance of the Rev Fr S Raju SJ, Rector the college, is responsible for ensuring the physical, academic and support facilities and for the planning, construction, operation and maintenance of all the facilities. The support facilities include manpower, material and machinery. The responsibilities of the committee are:

1. The campus is maintained clean by utilizing the services of supporting staff.
2. Water tanks are periodically cleaned and marked on the tank.
3. Campus greenery is maintained regularly by gardener.
4. The campus is under CCTV surveillance.
5. Daily cleaning and maintenance of washrooms.
6. Planning and developing campus facilities and playgrounds through integrated programs of renovation, alteration, new constructions, and maintenance.
7. Providing support to all Loyola academy campus events and ceremonies.
8. Supporting the energy and environmental initiatives of the college.
9. Maintaining technical equipment.
10. Support for sports activities.
11. Support to library.
12. Monitoring annual maintenance of necessary items.

Specific procedures are followed for utilization of resources:

1. the seminar halls can be booked and utilized by any faculty after permission from the principal,
2. labs are utilized regularly according to the lab timetables maintained by each department. Each lab has an attender and a technician to look after its proper functioning
3. sports complex is managed and utilized by the physical education director for intra-college and inter-college events.
4. Each department is responsible for the maintenance of its departmental infrastructure including classrooms, labs, ICT tools etc. In case of repairs, an indent specifying the problem has to be submitted to the principal by the HOD, whereby necessary steps are taken thereafter.