

**Seshadripuram College**  
**27, Nagappa Street, Seshadripuram, Bengaluru-20**  
**NAAC Accredited Grade “A”**

**Internal Quality Assurance Cell**

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

The Management has well-defined policies for maintaining and utilizing academic and support facilities. The general maintenance and upkeep of these facilities are the responsibility of the institution. Support staff are appointed to assist in general maintenance; in addition, housekeeping tasks are outsourced to a facilities Management Committee appointed by the Trust. The Office Superintendent is over-all in charge of monitoring infrastructure maintenance.

Regular maintenance of computer laboratories and systems is carried on by the Programme Officer. The services of the Hardware Engineer of the Trust are also available for consultation and guidance. All systems are covered under an AMC with Ms. Sumithra Computers, a company appointed for the same by the Management. Computer systems available in the laboratories and the Resource Centre in the library are fully utilised not merely to conduct practical classes for BCA students but also to conduct Certificate courses like Microsoft Office, Tally with GST, Digital marketing etc on a regular basis.

The library is fully utilised and is open from 7.30am to 9 pm to facilitate the maximum number of users. Students of our sister institution Seshadripuram Evening College also use the library in the evening. Requirement for new textbooks, reference books, magazines, journals and e-books as per suggestions given by Library Committee, HODs, are placed before the management for approval by the Librarian and procured as per approval. Periodic weeding out of outdated textbooks is also undertaken after approval in order to make space for new titles. Stock verification is done annually with the help of faculty. There is a substantial annual budget for adding to the library collection and improving library facilities.

General infrastructural facilities are maintained by college support staff. The services of Trust Engineer, Electrical engineer, electricians, plumbers and gardeners are always available. Any maintenance or repair work is reported to the concerned Trust official for required action. AMCs are in place for lifts, generators, water purifiers. All major requirements have to be submitted in writing for approval. Requirements for new classroom furniture or fittings are submitted in writing by the Principal to the Management for approval by Purchase Committee. Certain infrastructure facilities are shared with sister institutions on the campus- the outdoor stage Ranga Mandira, the Conference hall and the Auditorium.

All sports facilities, including multi gym, are maintained by the two Physical Education Directors along with college support staff. Requirement for new equipment or repair of old equipment is placed before the Management Purchase Committee.