**Procedures and Policies**

**for maintaining and utilizing physical, academic and support facilities**

The vicar of St. George Forane Church is the manager of St. Aloysius College Edathua. He manages day to day affairs of the college through the bursar. Bursar ensures the overall maintenance of existing infrastructure and also assesses the requirements in the campus. Departments are given computers with internet facility. Also every department is provided with a LCD projector. Departments can avail the common facility like conference hall and air conditioned smart rooms by booking the facilities prior to the programme. A register is maintained to book the facilities for the programme. College has a common computer lab and a separate UGC funded lab for Mathematics department. Computer lab is also provided to the departments on request. Computer systems are maintained by suppliers, as part of the terms and conditions of purchase. English department has a language lab with required software. Library is maintained and books are circulated effectively by the librarian and library assistants. The laboratory assistants in Chemistry, Physics and Zoology lab maintain and manage the respective labs as per the instructions received from the Department Heads. Sports facilities and gymnasium are managed by the Director, Physical Education Department. A sports committee comprising of students helps to manage the sports infrastructure and activities of the college. Students are encouraged to take care and protect the machinery and systems with sincerity and a sense of duty. The college offers its facilities for Government, University and NGO agencies for programmes of common good to the public without affecting the academic activities. Science laboratories and conference halls are utilized for consultancy and extension activities. Kuttanad museum maintained by the college is also made accessible to those who are interested, especially those who study about the heritage and culture of the region.