



JSS MAHAVIDYAPEETHA  
**JSS COLLEGE OF ARTS, COMMERCE & SCIENCE**

Autonomous, 'A' Grade and 'College with Potential for Excellence'

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**Policy Document on  
Physical and Academic Support Facilities Management**

Effective from: 21/11/2019

**Objective:**

JSS College of Arts, Commerce, and Science is committed to providing a conducive learning environment by establishing robust systems and procedures for the efficient maintenance and utilization of physical and academic support facilities. This policy aims to ensure the optimal functioning of laboratories, libraries, sports complexes, computer facilities, classrooms, and other related amenities, fostering an enriching educational experience for our students.

**1. Facility Planning and Allocation:**

**Responsibility:** The Facility Management Committee, comprising representatives from academic departments, administrative staff, and students, shall be responsible for planning and allocating resources for the maintenance and development of physical and academic support facilities.

**Procedures:** Regular assessments of the current and future needs of each facility will be conducted. Allocation decisions will consider academic requirements, student needs, technological advancements, and safety standards.

**2. Maintenance Protocols:**

**Responsibility:** The Maintenance Department, in coordination with each department, will oversee the upkeep of all physical and academic support facilities.

**Procedures:** Routine inspections, preventive maintenance schedules, and immediate addressing of reported issues will be implemented. A digital maintenance log will be maintained for transparency and accountability.

**3. Laboratory Management:**

**Responsibility:** Heads of Departments and Laboratory Coordinators.

**Procedures:**

- Regular calibration and maintenance of laboratory equipment.
- Implementation of safety protocols and training for laboratory staff and students.
- Adequate stock of consumables and chemicals, with a transparent inventory management system.

**4. Library Operations:**

**Responsibility:** Librarian and Library Staff.

**Procedures:**

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- Periodic review of the collection to ensure relevance and adequacy.
- Implementation of a user-friendly digital catalogue and circulation system.
- Collaboration with academic departments to align the collection with curriculum requirements.

#### 5. Sports Complex Management:

**Responsibility:** Physical Education Department.

**Procedures:**

- Regular maintenance of sports equipment and facilities.
- Organization of inter-departmental and inter-collegiate sports events.
- Health and safety measures implementation.

#### 6. Computer Facility Operations:

**Responsibility:** IT Department and Computer Lab Coordinators.

**Procedures:**

- Regular updates of hardware and software to meet academic and technological standards.
- Cybersecurity measures to protect sensitive data.
- User training programs for students and staff.

#### 7. Classroom Utilization:

**Responsibility:** Heads of Departments and Faculty Nominee.

**Procedures:**

- Regular assessment of classroom needs based on class sizes and teaching methodologies.
- Integration of technology for enhanced learning experiences.
- Accessibility measures to cater to students with special needs.

#### 8. Accessibility and Inclusivity:

**Responsibility:** Inclusive Education Committee.

**Procedures:**

- Regular assessment of facilities to ensure accessibility for all students.
- Implementation of accommodations for students with disabilities.
- Sensitization programs for faculty and staff.

#### 9. Compliance and Review:

**Responsibility:** Internal Quality Assurance Cell.

**Procedures:**

- Regular audits and reviews of physical and academic support facilities.
- Compliance checks with relevant regulatory standards.
- Continuous improvement based on feedback from stakeholders.

#### 10. Emergency Preparedness:

**Responsibility:** Health and Safety Committee.

**Procedures:**

- Development of emergency response plans for each facility.

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- Regular drills and training sessions for staff and students.
- Periodic review and updates of emergency protocols.

### **Implementation and Communication:**

This policy will be communicated to all stakeholders through the college website, notice boards, and orientation sessions. Regular training sessions will be conducted for faculty, staff, and students to ensure adherence to established systems and procedures.

### **Review and Revision:**

The policy will be reviewed annually by the Internal Quality Assurance Cell, and necessary revisions will be made to align with emerging needs and best practices.

Effective Date: 21/11/2019

Reviewed Dates: 20/04/2020

  
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