



Criteria 4: Infrastructure and Learning Resources

SOP for Maintenance of Campus Infrastructure

1. Laboratories:

The institution has budget allocated for the maintenance of laboratory facilities.

The college has computer laboratories to be used by students of various departments. Continuous checks are done by the lab assistants together with the head of the department of Computer Science. Instructions of use are displayed on the notice board. Log registers are maintained to keep a track of the users. In case of any breakdowns to the systems, a breakdown request will be sent by the Head of the Department to the principal, which will be forwarded to the administrative block for follow up. The Department of Hotel Management has safe and clean training kitchens at basic and advanced levels. There is a prescribed uniform code for attending each practical class that is required to be followed by the students on every week practical session. Uniform is the college and departmental identity that we have to represent positively. Grooming of students is taken care by the faculties in charge of the lab practicals. Practical Journal/Records are to be submitted by updating every last week practical session with appropriate picture where ever required. COVID instructions are displayed in all the laboratories. Safety measures posters are also placed in the labs.

2. Library:

Library is a resource centre for teaching, learning and research. Library registrations of new students and faculties are done at the beginning of the academic year. Regular checks are done on the issue and receipts of books. The college has subscription for INFLIBNET, IEEE, JGATE and EBSCO for accessing the journals and databases. Software like LIMS (Library Management Software), Libsys10 are also made available for the staff and students of the college. Digital repositories such as Shodhganga and E-Shodhsindhu are also accessible to help the faculties in their research work. Study materials are regularly updated through E-repository. Log books are maintained to have

a check on the footfall of students and faculties. COVID instructions are displayed on the notice board of the library.

3. Classrooms:

The institution provides well maintained classrooms with sufficient ventilation, lights, fans and required facilities to conduct the classes. Classrooms are regularly cleaned in order to maintain cleanliness and hygiene. Regular check is done on the technical equipment used in the classrooms. If there is any issue with the working of the equipment, a breakdown request will be sent through the Head of the Department to the Principal, which will be further forwarded to administrative section. The administrator will designate the staff to complete the task and the work completed will be confirmed by all. COVID instructions are displayed on the notice board of the department.

4. Sports:

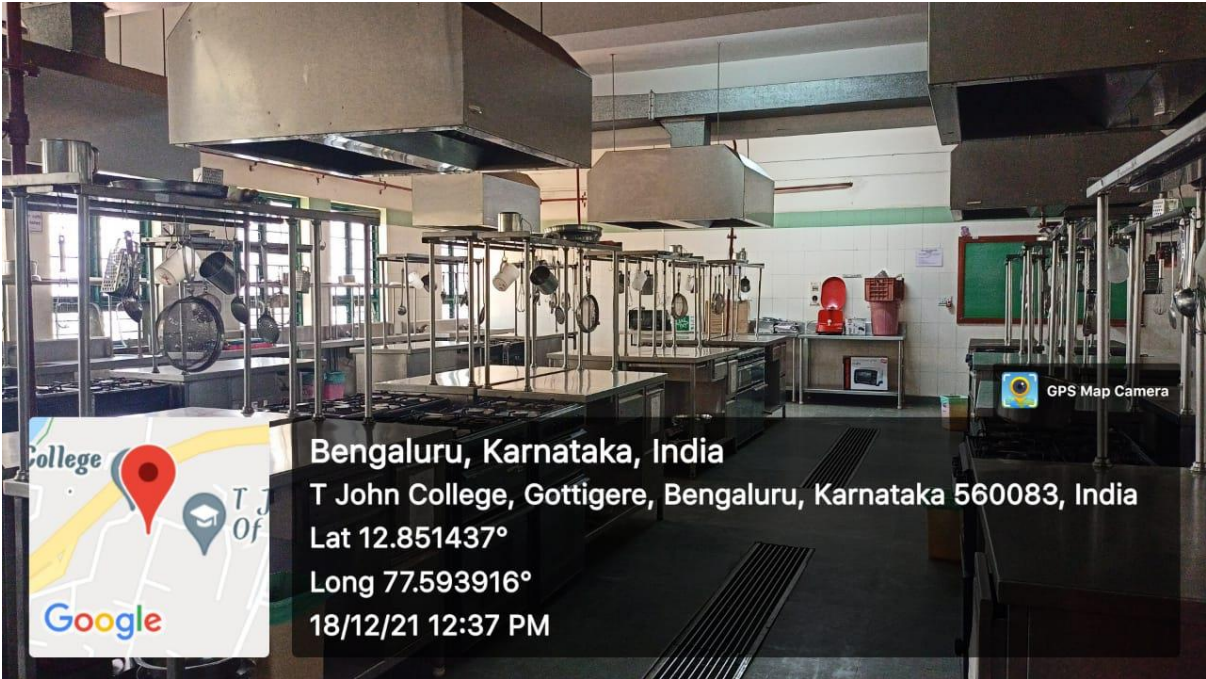
The college has spacious both indoor and outdoor sports facility, which includes 4 playgrounds used for various sports like Cricket, Volleyball, Throwball, Football, Badminton etc. Annual sports meet will be organized for both UG and PG students. Two hours of sports in a week is dedicated for the physical fitness of the students. Students are given opportunities to participate in intercollegiate sports. Inter-department sports will be conducted in order to boost the physical and mental health of students. Any medical emergencies during the sports hour will be taken care by the sports coordinator through the first aid kit which is available in the college.

5. Transportation:

The college provides transportation facilities for both students and faculties. Vehicle request in case of Industrial visits, Project submissions, etc. is to be submitted three days prior to the requirement to the principal using ISO Format. The condition of vehicles is checked at regular intervals. All the vehicles entering the campus are checked and the details are collected at the entrance. Free bus facility is provided to the students and staff due to covid situation.

6. Parking facilities:

Staffs and students are allowed to park their vehicles inside the college in the parking area by collecting the yearly pass. The parking area is much spacious and is also under CCTC Surveillance.



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Reference No: TJ00000834 Work No: T.JG/TJCLG/00189/2021 Raised On: 25/09/2021 Raised By: Priya T

Activity/Program Date: 20/09/2021 Status: In Progress Assign To: T.JG865 Smith M R

Unit: TJCLG T. John College Department: TJCLGCOMRC Commerce

Infra: Detail of Breakdown:

Transport: Action Planned:

Cost of Services: Spares Used:

Principal Comments:

Administrator Comments:

Assign To	Name
1	

Acknowledgement Comments:

Approval path

BUSINESS_UNIT=TJCLG, DEPTID=TJCLGCOMRC, REQUESTOR_ID=TJC712, DATE1=2021-09-25, ACTIVITY_DATE=2021-09-29, REFERENCE_NUMBER=TJ00000834:Approved

Approval for TJCLG

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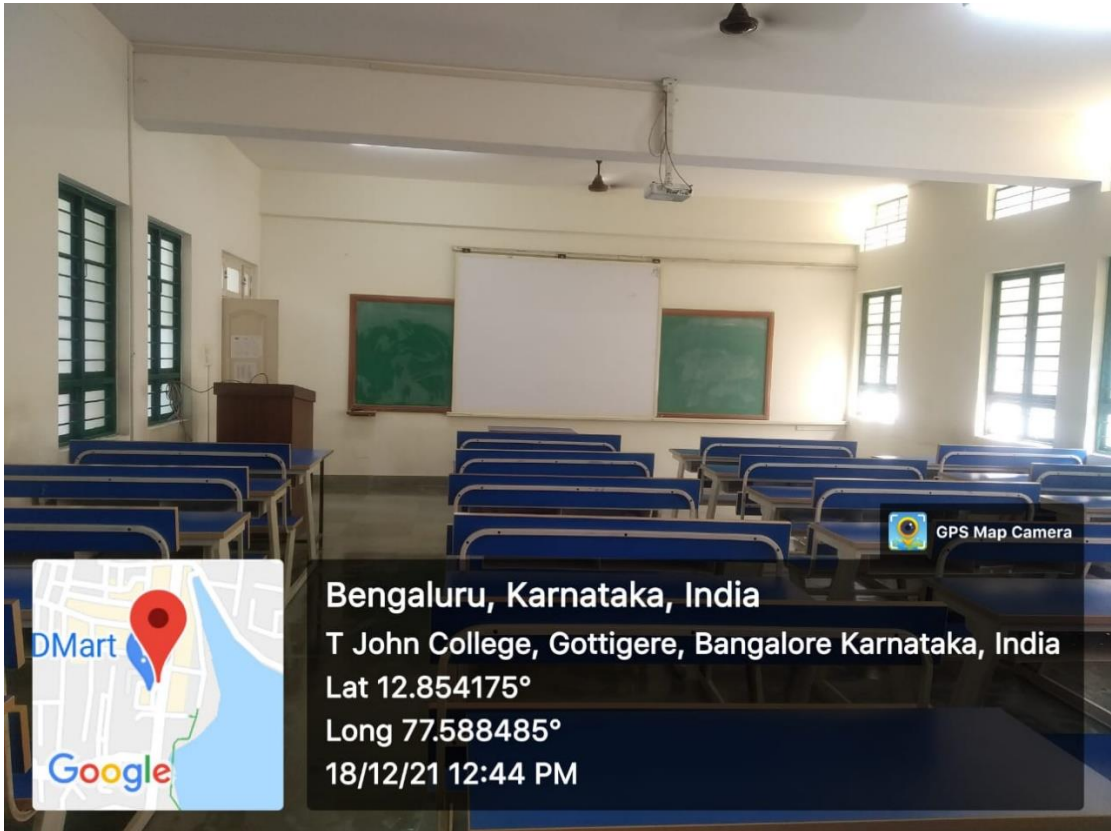
    graph LR
      A[Approved  
Sr. Rose Mary  
TJCLG, Principal  
25/09/21 - 5:10 PM] --> B[Approved  
Roy Raju  
ADMIN, ICD  
29/09/21 - 12:07 AM]
  
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18/12/21 12:30 PM



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T John College, Gottigere, Bangalore Karnataka, India
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Bengaluru, Karnataka, India
T John College, Gottigere, Bangalore Karnataka, India
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