

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

WCC has well established procedures and policies for maintaining and utilizing the various facilities and infrastructure on campus. The Building Committee, the Purchase Committee, and the Working Committee constituted by the college management consist of experts who meet periodically to review the need and decisions are taken with respect to the repair and maintenance of infrastructure facilities and services.

Human Resource Officer and Maintenance Manager appointed by the College is in overall charge of the maintenance of buildings, Classrooms and laboratories.

The Lab assistants and support staff in every department take care of the regular maintenance of laboratories and Classrooms. The general guidelines/procedures, safety precautions to be undertaken, laboratory emergency response procedures and instructions for the students to adhere to during lab sessions are displayed in all the science laboratories. System Technicians are responsible for maintaining the computers, peripherals and accessories in the computer labs, departments and administrative offices of the college.

Classrooms, Auditoriums, Seminar Halls for effective academic usage are booked through intranet using faculty login ID. Registers are maintained for the purpose of recording complaints regarding non-functional facilities, requests for Computer/ Network support, plumbing and carpentry work. The complaints are attended to by the concerned personnel/technician.

The Information resource Centre with an impressive collection of books, online Journals and Scientific periodicals of International repute is completely automated and the routine activities are managed by the Librarians of both the shifts with the help of library support staffs. The users must obtain the log-in credentials from the Librarian to access e-resources databases/sites. Library software is used for the stock verification and the report of the lost books are prepared and submitted during the Library Executive Committee Meeting.

The Physical Education department headed by the Physical Directors of both the shifts are responsible for managing the sports field, sports complexes and gymnasium. The outdoor play area for sports is maintained by clearing the grass regularly and by levelling the play area to avoid injury while playing. The flooring in the indoor sports training centre is made of a slip free material. Periodic checking and service is done for the wear and tear of the gym equipment and players/users are instructed to wear shoes while doing any activity/workout in the play area/gym. Instructions to the users are displayed in the gymnasium with regard to the usage of various equipments in the gym.