

## **PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

The College continuously strives to meet the growing demand of new pedagogical approaches by enhancing the available physical infrastructure and upgrading other supportive facilities by working in tune with the Planning body of the college. The planning body of the college comprising the Planning Committee (comprising of the Principal, Bursar, IQAC Coordinator and Head of the departments), Purchase Committee, Building Committee, Campus Development Cell and Library Advisory Committee, hold regular meetings across the academic year, to assess the physical, academic and other supportive requirements. The budget for each academic year is prepared by Purchase Committee as per the requirements on priority basis and funds are utilized as per the allocation.

### **Maintenance of Physical facility**

The physical facilities and infrastructure are maintained and monitored by Bursar appointed by Corporate Educational Agency Kothamangalam. Academic and support facilities including adequate classrooms, properly maintained laboratories, computer centers, library, sports facilities like indoor stadium, gymnasium, College ground etc. are monitored by various committees and maintained under the supervision of bursar. Standard protocols are followed for the maintenance and maximum utilization of resources with technical team for trouble shooting and maintenance register for documentation.

### **Maintenance of laboratories and Classrooms**

Maintenance and utilization of laboratory facilities are followed as per the Standard Operating Procedures with trained laboratory assistants under the supervision of the Head of the Department and other staff members. Classrooms with furniture and teaching aids are maintained by the respective department staff and attendants and supervised by the respective Head of the Department and bursar.

### **Maintenance of library**

The library facility is maintained with properly marked and arranged books for easy access by the students and faculty and automation for book issue and renewal. Periodicals, journals, newspapers and new arrivals are prominently displayed and all back issues are archived. Electronic version of text books and e- resources are made available to stakeholders through the library website for maximum utilization.

### **Maintenance of sports and games facility**

The sports equipment, indoor stadium, Gymnasium and College ground are supervised and maintained by the Head of the Physical Education Department. The staff of the department ensures proper training and guidance for various indoor and outdoor sports and games, both for competition and for physical well being of all stake holders.

### **Maintenance of ICT Facility**

The college has a team of technical staff for regular monitoring of the internet facilities, wifi, computers, other electronic gadgets and software installation and upgradations. All sophisticated instruments and facilities are maintained under Annual Maintenance Contracts. The bursar of the college monitors the House- Keeping Staff and the maintenance of the campus infrastructure. Maximum utilization of all resources are ensured by encouraging interdisciplinary and trans disciplinary research and academic activities, collaborating with universities and National/ State institutes for research, providing physical and academic facilities to school students, farmers and general public under various programmes and schemes without compromising the utility and availability to any stake holder.