

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

The college has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. Management has constituted a subcommittee for infrastructure maintenance and the committee discuss the matters with College Planning Forum constituted of the Principal, IQAC Coordinator, Office Superintendent and senior faculty members. The library and laboratory rules and regulations are displayed in the respective positions and also published in the College website and calendar. Campus supervisor assisted by support staff is in charge of campus maintenance and class rooms and campus cleanliness are ensured by them. There are security personnel on duty round the clock in the campus to ensure the safety and security of all infrastructures and provides safety to students. The security personnel monitor the entry and exit of vehicles in and out of the campus and provide necessary suggestions for parking the vehicles. The lab assistants maintain the labs and periodically check the lab equipment and facilities. Stock and Maintenance register are kept in all the laboratories; verified by the Heads of the departments and the Principal. Annual maintenance contract ensures the upkeep of important equipments. UPS is provided to power sensitive equipments and computers. Air-conditioner is provided for sensitive installations and the main computer lab is fully air-conditioned. Optimum utilization of the lab is ensured by providing additional lab hours for student projects, water analysis tests and research activities. Lab is also used for conducting online examinations by various companies during holidays. IT resources are supported by UPS/automatic switch over generators. A network resource center is available for the students to access internet for doing their assignments, projects etc. Network administrator is in charge of ERP software, website, computer maintenance and camera surveillance. Computers are monitored by the technical assistants and sensitive computers are provided with anti-virus software and the Licensed softwares are get updated as and when required. The faculties and students of various departments design brochures, banners and Newsletters for the college. The students takes pictures using the SLR camera which helps the documentation of the programme of the college. Library is fully automated. It hosts a separate website, Walk-ins and Log in registers are kept. Library facilities are open to the students from morning to evening. Maintenance and utilization of library resources are strictly done by following the library rules. Stock verification is carried out for all labs and library by a group of teachers every year and prepare the stock. Sports amenities are maintained by the support staff. Time is

allotted for the students to use the Health club. Hostel facility is provided to the students in sports quota in association with Kerala Sports Council. College Play ground is available for the conduct of championships for the neighboring schools also on request. Auditorium, Seminar and Conference Hall are extensively used for the conduct of academic and cultural programmes. Various committees are in charge to improve the efficiency of the Canteen, college buses and Hostel. Water purification plant, sanitary pad vending machines and incinerators are routinely serviced.