Sree Narayana College, Punalur

IQAC

Physical and Academic Facilities: Utilization and Maintenance Policy Manual

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I. Introduction

The college has established policy guidelines for the maintenance and utilization of library, computers, classrooms, gymnasium, laboratory resources and other infrastructural facilities. For the optimal allocation and utilization of resources regular meetings of various committees constituted for this purpose is held. The grants received along with other financial recourses are utilized for the upkeep and maintenance of different facilities as per the requirements and interest of the students. For this Building and Infrastructure of the college plays important role. The committee reviews the requirements of infrastructure and the same will be discussed in the College Council meetings.

The policy guidelines are intended to:

- Promote coordination between facility allocation and utilization ensures the optimal usage of resources like laboratories, sports gymnasium, library and classrooms inside the campus.
- Establish standard procedures for the use of physical and academic facilities.

II. Laboratory

Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows:

- Purchase of new equipment is sanctioned by the Committee for Building and Infrastructure and finalized by the college council. After approval the quotations are to be sourced from different vendors.
- The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.
- The microscopes used for biological experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments.
- There is systematic disposal of waste of all types such as bio-degradable chemical/chemical wastes.
- An inter-departmental audit is held every year by faculty members of the college.

III. Library

The library provides membership to each student & teaching staff of college. The students are required to fill out an application form at the beginning of their course in order to be issued with the library card. A separate register is maintained for the staff of the college. The students are issued a maximum of 3 books on their card for a duration of 14 days. Staff can be issued a total of 5 books for a duration of 14 days.

- The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
- The budget for the library maintenance and purchase of new books is met from ____fund
- The activities like fumigation and keeping library clean is done frequently by library staff.
- Students are encouraged to use INFLIBNET facility available in the library

- A suggestion box is installed inside the reading room to take users feedback. A notice board is also placed in the library which gives information to students regarding changes in schedule, new books purchased, etc.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- The addition and deletion of journals and magazines for the next calendar year is done through recommendation from Departments/centres. The library will continue the existing subscription for journals and magazines, if no recommendations are received.
- Physical verification of the library stocks is carried out to identify the losses, misplacement and mutilated documents that needs repairs.
- The proper account of visitors (students and staff) on daily basis is maintained.
- The library committee periodically checks the resources and books available in the library to ensure they are maintained properly and the equipment and e-resources are up to date.

IV.   Sports:

The sport department of the college is meritorious and some credit defiantly goes to the adequate infrastructure of this department consisting of the Indoor Badminton/Shuttle Court, a multi-gymnasium and a 200 meter track. The maintenance of that facility is done with the help of the staff and electricity expenses are compensated. Maintenance of ground through regular weeding and leveling is done. An annual audit is done to verify the numbers, utility and maintenance of equipment.

Rules for the use of sports facilities

- Before using fitness equipment every user has to sign a register stating time of use, name and concerned department.
- Every user should wear proper attire during use of gym.
- Food and other beverages are not allowed in inside the gymnasium
- If any equipment is damaged the concerned user would have to either purchase the replacement equipment or pay the fine levied which would be in accordance with the price of the equipment and the damage incurred.

The rules regarding the utilization of sports facilities are laid by the college authorities. The college authority reserves the right to modify or amend these rules when necessary.

V.   Computers and ICT facility:

Centralized Net lab established by University grants and more funds are used to maintain computers in the college. A separate computer lab is also allotted to each PG department of the college. Maintenance is done regularly and non-repairable systems are disposed off. Every department is also provided at least one computer with scanner and printer.

- The Computer Lab is overseen by a faculty of the college who is nominated by the Principal every year and its support staff maintain the ICT facilities including computer and server
- Periodic maintenance of projectors and other equipment is done.

- Purchase of new laptops, projectors and other consumables is done on a need basis and the Infrastructure and maintenance Committee places the requirement and budget before the College Council for final approval.

ICT infrastructure of our college contains the following:

- Computers and Printers
- LCDs and Smart Boards
- Internet
- Wi Fi
- College Website
- E-Documentation
- Office and Library Automation

VI.   Classrooms

The classrooms are allotted to various departments based on the number of classes and class strength. For language classes which include multiple classes classrooms are assigned keeping in mind the seating capacity as well as the class schedule to ensure that multiple sessions are not allotted the same class. Classrooms are allotted for conducting regular semester examinations as per the University schedule and also competitive examinations in the campus based on the requirement specified by the Controller of Examination Classrooms can be used for other academic activities and organized events when there is no instructional schedule. The building and infrastructure committee keeps track of the necessary maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other physical facilities. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment and major construction work is undertaken through funds from UGC

VII.   College Auditorium and Seminar Hall

Auditorium and Seminar Hall are allotted by the Principal for the following purposes.

- PTA meetings
- Staff Meetings
- Alumni Meetings
- Workshops, Seminars and Cultural Activities
- College Arts festival
- Inaugural functions
- Viva-Voce of Students
- Meetings of different college committees
- Any other event sanctioned by the Principal