

THE POLICY AND THE PROCEDURE FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND THE SUPPORT FACILITIES

The college has an established system for maintenance and utilisation of computers, classrooms, equipment and laboratories in the campus. An active Planning Body is operating in the college to fill the potential lacunae in the infrastructural, curricular, co-curricular and extracurricular areas. The planning body of the college comprises Building Committee, Planning Board, Purchase Committee, Campus Development Committee, Campus Ecological Committee and Library Advisory Committee that constantly monitors and evaluates the status of the college.

- The purchases are made as per the decisions of the Purchase Committee. The committee ensures that transparency and economy is assured in the purchases. State Purchase Manual and Financial Code is strictly followed on all occasions. The digital solutions like e-tendering are also utilized for ensuring speedy, efficient and transparent procurements. The maintenance of the facilities is ensured through the participatory and coordinated functioning of all departments under the guidance of the various committees and with the aid of the supporting staff.
- The Building Committee ensures the timely repair works of the buildings and infrastructure. Allocation of funds for the maintenance of the infrastructure of the college is earmarked in the plan fund of the college by the Directorate of Collegiate Education. Additional funds are mobilized from the PTA, Alumni and from other public sources. Nirmiti and the state Public Works Department are assigned the technical supervision of the works.
- Student and faculty support is another resource for the maintenance of the college facilities. NCC and NSS undertake necessary campus cleaning and beautification works. A College Beautification Committee is monitoring the general beautification works. The faculty also assist the initiatives by motivating students and working together with them.
- There is also an effective yearly audit system to check the furniture, lab equipment, ICT tools and other stock in the college.
- The quality and performance of the infrastructure is ensured with the help of external quality assurance agencies like KELTRON, state PWD etc.

The college has well set plans in place for ensuring timely maintenance and upgradation of infrastructure facilities. The College Council, Planning Committee, Accommodation Committee and Purchase Committee meet periodically to assess the situation and implement measures in this direction. The college PTA and IQAC also provide the necessary inputs.

Maintenance of Physical Facilities

The physical facilities including auditorium, seminar halls, smart classrooms, laboratories, classrooms and computers etc. are for the students admitted in the college. The PTA and Planning Committee look into the physical condition of all the buildings and ensure periodic maintenance. Budgetary provisions are made annually for the maintenance of infrastructure. Stock verification is done every year for all the departments ICT equipment, computers and UPS are under annual maintenance contract. A standardized protocol is installed to tackle problems comprising a maintenance register and a team of trouble-shooters consisting of technocrats, electricians, carpenters and other necessary skilled professionals.

Mechanical equipment and lab instruments also fall under annual maintenance contract. Protective systems which include UPS, anti-virus, Firewalls and CCTV cameras etc. are installed and updated. Electricity and plumbing related issues are constantly monitored and addressed. Painting and roof maintenance are looked into on a regular basis. Furniture, window panes, doors, lights, blackboards, fans, ceilings, floors etc. in classrooms are periodically monitored and repaired if necessary. Housekeeping services are done by supporting staff and are made available during day time in all days. The college garden is maintained by the staff and students of the institution. General repairs that involve the services of roofers, locksmiths, masons, carpenters, plasterers etc. are done with the assistance of PTA. Water coolers are serviced regularly.

Maintenance of ICT Facilities

For the maintenance and repair of computers, the college has adopted a comprehensive policy which is strictly adhered to. This is followed in the case of service, data security, network security and software management. In order to reduce e waste, computers are serviced and reused. OFC broadband connectivity problems are addressed by PTA.

All classrooms are laid out with adequate infrastructure befitting teaching and learning. The e-learning centre and language lab are equipped with adequate number of computers with required component configuration and are set in spacious rooms. Malicious cyber infiltrations are checked with constantly updating antivirus software and Cyberoam firewall. The maintenance and updation of college website is done by the concerned staff.

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works.

Maintenance of Laboratory Facilities

Laboratories of Govt. College Mananthavady are fully functional with all necessary equipment and apparatuses. All equipment in the lab are purchased after considering its energy efficiency adding to the sustainability of resources and conservation of energy. The college has five labs with all necessary shielding from hazardous materials and situations. Improved

safety is ensured. Concentrated acids and hazardous chemicals are safely kept in lockers. The laboratories follow Green Protocol and wastage is minimized by reusing of solvents by distillation. To increase accuracy of equipment and prevent corruption of data laboratory equipment is duly calibrated. Stock verification of chemicals and glassware in the labs is done annually. A strategy is in place for maintenance of the laboratory whereby a thorough understanding of contractual obligations and diagnostic and active warranty coverage is ensured and documenting and monitoring of equipment failures is done. To extend the life and increase the efficiency and functionality of equipment, routine inspections are made and adequate measures are taken and professional assistance is sought wherever required.

Maintenance of Library Facilities

Integrated library Management software KOHA is in place and the library has been fully automated. OPAC (Online Public Access catalogue) system for book search is implemented and updated. IT infrastructure includes sufficient systems with broadband connectivity, photocopying machines and laser and barcode printers. A Library Committee under the guidance of the college librarian is committed to improving and updating the available library facilities. The library improvement is well supported by the work of faculty members and students.

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of rare books. The library is well maintained in tune with the changing academic needs. All books are marked, classified and advantageously placed on the racks. The positions of the books are updated with the KOHA for easy retrieval. As a proactive intervention, all books are periodically inspected to find possible damages and binding is carried out if necessary. The library puts great effort for streamlining resources by purchasing books of various foci and weed out the obsolete titles making it one of the competent college libraries. The books in the Library are meant for students in the college.

Maintenance of Sports Facilities

The sports equipment, Gymnasium, ground and various courts in the campus are supervised and maintained by the Physical Education Department. Sports and games are effectively trained and coordinated under the guidance of the physical e.2ducation teacher and professional help is sought where expertise is required. Ground level maintenance is done annually during vacation. All sports equipment and play areas (including indoor and outdoor stadia) are well maintained by taking instructions and advice from the council and the Principal. Safety of the players is given top priority and protective gears are provided. Supplies of first aid stand ready to meet potential trauma. Sports equipment is purchased each year using the sports fee collected from the students during admission and the Athletic fund reserved for the purpose. The state government also contributes substantially towards this purpose.

