



## **INTERNAL QUALITY ASSURANCE CELL NIRMALA COLLEGE, MUVATTUPUZHA**

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

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## **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, cocurricular and extracurricular areas. The planning body of the college that comprises Building Committee, Planning Board, Purchase Committee, Campus Development Committee, Campus Ecological Committee and Library Advisory Committee constantly monitors and evaluates the status of the college.

### **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 physical facilities are maintained and monitored by Local Manager (Bursar) appointed by Corporate Educational Agency Kothamangalam. A standardized protocol is in place to tackle problems comprising a maintenance register and a team of trouble-shooters consisting of electricians, technocrats, and carpenters. The Local manager is responsible for the uninterrupted power supply and maintenance of equipment like generators in each block, general lighting, power distribution system, solar panels etc. The maintenance and the cleaning of the classrooms and the laboratories are done by supporting staff. Housekeeping services are done by supporting staff and are made available during day time in all days. The college garden is maintained by the gardener appointed by the college.

### **Maintenance of Classrooms and Laboratories**

All classrooms are laid out with adequate infrastructure befitting teaching and learning. Laboratories of Nirmala College are fully functional with all necessary equipment and apparatuses. The college has ten labs with all necessary shielding from hazardous materials and situations. Improved safety is ensured through instant evacuation plots, exhaust ducts, goggles, masks and first aid kits. Concentrated acids and hazardous chemicals are safely kept in lockers. All of them are equipped with fire extinguishers and other primary firefighting paraphernalia. All the 7 computer labs (Including e-learning centre and Language lab) are equipped with adequate number of computers with required component configuration and are set in spacious climate-controlled rooms. All displays are

tuned to emit very low blue light which makes them eye friendly. Malicious cyber infiltrations are checked with constantly updating antivirus software and Cyberoam firewall. All equipment in the lab are purchased after considering its energy efficiency adding to the sustainability of resources and conservation of energy.

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 ICT facilities**

The college uses TCS (Total Campus Solution) maintained by Meshilogic, Kinfra Techno Industrial Park Kerala. The annual maintenance includes the required software installation and upgradation. The ICT Smart Class Rooms and the related systems are maintained with AMC. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi should be used only for academic purposes. Campus Wi-Fi is maintained by service providers like BSNL, Asianet and Keralavision. The college website has maintained regularly by AMC with IPSR Kottayam.

### **Library Maintenance**

The library staff are clearly instructed for 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. It is fully automated using KOHA. 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.

### **Maintenance of Sports and Games Facility**

The sports equipment, gymnasium, playground and various courts are supervised and maintained by the department of Physical Education. Training for sports and games are given under the guidance of the physical education instructors. The institution occasionally hires professional trainers for special sports training and field maintenance. Ground levelling and other repairs are done annually during the mid-summer vacation. All sports equipment and play areas (including indoor and outdoor stadia) are well maintained. Ample first aid supply always stands ready for meeting potential injuries and physical traumas.

*T. S. S. P. L.*

Principal



# **NIRMALA COLLEGE**

## **MUVATTUPUZHA**

Ranked on the 91<sup>st</sup> position among the colleges in India  
by the NIRF Rankings 2017 and accredited by NAAC with B++ grade

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