

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 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, A/C 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 installed 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 with the efforts of the non-teaching staff and 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 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 eight 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 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 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. 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. The books in the Library are meant for students in the college.

Maintenance of Sports and Games Facility

The sports equipment, Gymnasium, ground and various courts in the Campus are supervised and maintained by the Head of the Physical Education Department. Sports and games are effectively trained and coordinated under the guidance of the physical Education teachers. The entire sports and games are monitored and patched

up by the department of physical education. 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 advices from the Management and the Principal. Supplies of first aid stands ready to meet potential traumas.