

# Procedures and Policies for maintaining and Utilizing physical Academic and Support Facilities

## Laboratories:

Sree Narayana College Chathannur is having four well equipped laboratories which include two Chemistry labs, one physics lab and one computer lab. The lab equipments are purchased by the purchasing committee based on the decisions taken by the college council on the requirement list given by the department heads. Funds from PD, management and departments are utilized for purchasing lab equipments.

College laboratories are maintaining Stock registers for chemicals, equipments, apparatus and furniture, and charge of monitoring these registers are assigned to teaching staffs and periodically these registers are regularly supervised by HoD of concerned departments. Annual stock verification is done by the concerned teaching faculties in charge, and finally these stocks are verified again by other department faculties.

Services of expert lab attendants are provided in all labs. Repairing, maintenance and annual calibrations of equipments are also done periodically by the external agencies. Lab rules are displayed in the laboratories for safe handling of chemicals and laboratory apparatus. Frequent maintenance of laboratories are done and is monitored by concerned department HODs.

## Library:

Our college library is having a good collection of books, journals, periodicals. It is open to students and teachers from 9.am to 5 pm on all working days. Library committee help in smooth functioning of library activities. In addition to that we are utilizing the service of a library assistant for managing and distribution of library books to students, teaching and non-teaching staffs. College library is using PD account for purchasing books and journals. Yearly auditing is conducted and shortages of books are being noted and the list of required books is forwarded by the concerned department HoDsto the principal, the request then forwarded to library committee for final approval. No dues certificate is mandated for students to appear for university examinations.

Departments are maintaining department libraries to support students in academics. A teaching faculty of the concerned department has been given duty for managing the books and maintaining the stock register of department library

**Sports:**

As sports and games are essential for the students, our college is giving importance to sports and games along with academic activities. We have two play grounds with adequate facilities. Students participate in inter collegiate and university competitions. An expert physical education teacher is available in the college for guiding the students in Kabadi, badminton, volley ball etc.

**Class Rooms:**

Our college is providing good class room facilities to students admitted in the college. Daily cleaning is done by the sweepers appointed by the college. Repairing of electrical appliances is done periodically by external agency assigned by college management and PTA. Along with drinking water facility, water coolers are also provided to students.



  
Principal

Principal  
Sree Narayana College  
Chathannoor