



**ESTABLISHED SYSTEMS AND PROCEDURE FOR
MAINTAINING AND UTILIZING PHYSICAL ACADEMIC AND
SUPPORT FACILITIES**

ESTABLISHED SYSTEMS AND PROCEDURE FOR MAINTAINING AND UTILIZING PHYSICAL ACADEMIC AND SUPPORT FACILITIES

Sree Narayana College, Chathannur, has a well-organized system for managing and utilizing its facilities, including computers, classrooms, equipment, and laboratories. The college operates with an active Planning Body that identifies and addresses any gaps in infrastructure, curriculum, and student activities. This body includes key committees such as the Building Committee, Planning Board, Purchase Committee, Maintenance Committee, and Library Advisory Committee. Each committee plays a vital role in ensuring the smooth functioning and growth of the college in its respective areas. Regular monitoring and evaluation are conducted by these committees to maintain and enhance the college's overall performance. Their collaborative efforts ensure continuous improvement in both academic and non-academic aspects of the institution

PHYSICAL FACILITIES

The institute has well-established systems and procedures in place for maintaining its physical facilities, ensuring the proper utilization and upkeep of buildings, laboratories, classrooms, library, computers, and sports grounds. These facilities are monitored and maintained under supervision of the Principal and the RDC of the SN Trust. A dedicated in-house staff plays a key role in maintaining high standards of hygiene, cleanliness, and infrastructure, providing a conducive learning environment for students and faculty alike.

Regular cleaning and maintenance of classrooms, staffrooms, seminar halls, and laboratories are carried out by housekeeping staff assigned to each floor. Each housekeeper maintains a logbook to track their tasks, which are reviewed and signed by faculty members on the respective floors. The college ensures cleanliness across campus by placing dustbins in classrooms, laboratories, and departments. The green spaces are well-maintained by a team of gardeners, while washrooms and restrooms are consistently cleaned. A Maintenance Committee oversees the overall upkeep of the campus facilities and ensures a standardized protocol is followed for maintenance, including the use of a maintenance register to document issues and actions taken.

The maintenance of campus infrastructure is supported financially by the PTA fund, ensuring transparency and accountability. To prevent disruptions, the college maintains a reliable

power supply through the use of generators, lighting systems, power distribution, and solar panels. Surveillance cameras monitor campus maintenance activities, and proper stock inspections are conducted annually. Additionally, housekeeping services are available throughout the day, and a dedicated gardener-cum-watchman manages the upkeep of the college garden, ensuring the campus remains clean, functional, and well-maintained at all times.

ACADEMIC AND SUPPORT FACILITIES

The college provides modern teaching aids to support the academic process, including LCD projectors, Xerox machines, CCTV cameras, public address systems, and specialized software. These tools are essential for enhancing the quality of teaching and ensuring a secure learning environment. To maintain these resources, the college employs a local service provider on a need-based arrangement. This ensures that the equipment is regularly serviced and remains in good working condition. The college prioritizes the smooth functioning of these academic and support facilities to facilitate effective teaching and learning. By outsourcing maintenance services, the college can promptly address any technical issues and ensure minimal disruption.

LIBRARY MAINTANENCE

The library staff is carefully trained in the proper care and handling of documents, especially rare books, during processing, shelving, and transportation. The library is fully automated using KOHA, which helps manage and track all books. Books are systematically marked, classified, and organized on the shelves for easy access. The library regularly inspects books for any damage and repairs bindings as needed. Additionally, the library ensures that its collection remains current by purchasing relevant new titles and removing outdated ones. These efforts make the library a well-maintained and effective resource for academic needs.

COMPUTER MAINTANENCE

Computers, printers, scanners, and both software and hardware are maintained according to their requirements. Malicious cyber threats are prevented through regularly updated antivirus software and firewall. All computers and peripherals are carefully selected based on its energy efficiency, contributing to resource sustainability and energy conservation.

CLASSROOM MAINTANENCE

All classrooms are laid out with adequate infrastructure befitting teaching and learning. Classrooms are kept neat and clean by housekeepers, ensuring a tidy learning environment. Electricity equipment and furniture are maintained by in-house staff, with local service providers hired as needed for specialized tasks.

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 Heads of Departments report to the administration periodically for all the maintenance works.

MAINTANENCE OF SPORTS COMPLEX

The Sports Complex, including the gymnasium, playground, and various courts, is managed and maintained by the Department of Physical Education. Sports training is provided under the supervision of qualified physical education instructors. The institution occasionally hires professional trainers for specialized sports training and field maintenance. Ground leveling and repairs are carried out annually during the mid-summer vacation. Regular maintenance ensures that all sports equipment, as well as indoor and outdoor playing areas, are kept in excellent condition. The Physical Education instructor oversees the inspection and servicing of sports equipment on a regular basis. Support staff is responsible for maintaining the grounds, using rollers to ensure smooth and level surfaces. The playing fields are marked periodically to meet the standards for various sports. Gym equipment is thoroughly cleaned and properly lubricated to ensure safety and efficiency. In addition, ample first aid supplies are always available to address any injuries or physical traumas that may occur during training or competitions.