

# **SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA**

## **Procedures and policies for maintaining facilities**

The college has well-established machinery in place for the maintenance of campus facilities. The college management is responsible for all the maintenance activities with the support of various monitoring committees like College Council, PTA and RDC.

Proper maintenance of general facilities like Auditorium, Seminar Hall, Conference Hall, Smart rooms and classrooms, Laboratories, Student's rest rooms, amenities and Computer labs are maintained and monitored by a Local Manager appointed by the college management. Electrical works, plumbing works, maintenance of generators for ensuring an uninterrupted power supply, distribution of power to various blocks and power supply through solar power panels, are ensured. Adequate infrastructural facilities are provided in all classrooms and its maintenance is done periodically. Cleaning of classrooms and laboratories are done by supporting staff appointed by the college. Courtyard and garden of the college are well maintained by the gardener who is appointed by the college.

All the departmental labs are taken care of by a faculty member from the respective departments. The Heads of the concerned departments are responsible to take care of department labs. The department council will monitor the maintenance of labs from time to time. A lab attendant is posted for assisting teachers and students who makes proper arrangement of lab equipment for each practical session. Safety measures are ensured in labs by providing proper ventilation, masks, first aid kits and exhaust ducts. Computer labs are provided with adequate antivirus software and software updation is carried out at regular intervals.

The college has a women's amenity centre covering an area of 50 square metre. Facilities are available in the centre for girls to take rest and fresh up during non-academic hours. The amenity room ensures cleanliness and privacy to the female students. A lady teacher is entrusted with the task of supervision of the centre to ensure discipline and safety at the place. Students are given the responsibility of keeping the centre neat and tidy.

The library system has a proper maintenance mechanism. The library staff ensures a good reading environment for the students and the teachers. Proper training is given to the staff at the commencement of the academic year to handle the library documents on processing, arranging and conveyance. Library software is regularly updated in line with the academic needs and syllabus requirements. The Librarian will monitor the routine activities of the library system. The Library Committee with the Principal as Chairman, Librarian as Secretary, and five nominated faculty members function to safeguard the interests of all sections of library users and also ensures the smooth functioning of the library.

The Department of Physical education take necessary steps for the proper maintenance of the sports facilities available in the college. Sports club members including teachers and students of the college take care of the sports equipment, playgrounds and game courts. The team is led by the Head of the Department of Physical Education and supporting staff. The civil works of the courts are annually done with the help of college management and PTA