

## **SREE NARAYANA COLLEGE**

**Varkala, Thiruvananthapuram-695145**

(NAAC Re-accredited with 'B++' Grade, RUSA funded, DBT Star status,  
UGC NSQF Approved & Affiliated to the University of Kerala)



## **AQAR 2022-2023**

### **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

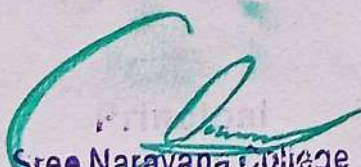
#### **4.4 Maintenance of Campus Infrastructure**

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complexes, computers, classrooms etc.**



## Abstract

There are established protocols and procedures in place to maintain and utilize the physical, academic, and support facilities of the college, such as the laboratory, library, sports complex, and computer labs. The college has a well-organized system for facility maintenance, with various monitoring committees providing support. All departments regularly monitor and maintain the laboratories, ensuring safety measures are in place. The computer labs are equipped with reliable anti-virus software and undergo regular software updates. To prevent voltage fluctuations and related issues, solar power inverters are installed in the computer labs. The college maintains its ICT facilities, including smart classrooms, through an Annual Maintenance Contract (AMC). To minimize e-waste on campus, the college promotes maximum usage, reuse, and recycling policies. The college website is updated daily by the designated teacher. The library software is regularly updated to meet academic needs and syllabus requirements. The Library Committee ensures the smooth functioning of the library and safeguards the interests of all library users. The Department of Physical Education takes necessary measures to maintain the sports facilities properly. The women's amenity centre provides facilities for girls to rest and freshen up during their free hours. The campus has appointed gardeners to take care of various garden landscapes, while sweepers ensure the cleanliness of classrooms, washrooms, and toilets, maintaining a tidy atmosphere within the campus.

  
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## THE POLICY AND THE PROCEDURE FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND THE SUPPORT FACILITIES

The institution has implemented an all-encompassing system for the maintenance and utilization of its physical, educational, and auxiliary infrastructure. The responsibility for the upkeep of these facilities rests with the management of the institution, who receive support from various avenues. Supervision is carried out by different committees such as the College Council, PTA, and RDC.

### Universal Provision

This encompasses all the necessary amenities. The management of the institution appoints a Local Manager to oversee and maintain the general facilities, including the Auditorium, Seminar Halls, Conference Hall, Smart rooms, and classrooms, Laboratories, Student's restrooms, amenities, and Computer labs. The Local Manager ensures the proper maintenance and monitoring of these facilities.

To guarantee a continuous flow of electricity, various tasks such as electrical work, plumbing work, and generator maintenance are carried out. Power is distributed to different sections, and solar panels are utilized as well. Additionally, all classrooms are equipped with ample infrastructure facilities. Periodically, necessary maintenance is carried out, including the cleaning of classrooms and laboratories. The college ensures the maintenance of its courtyard and garden through the support of its appointed staff. The gardener, who is specifically employed by the college, takes care of the upkeep of these areas.

### Gurukshethram (Guru Temple)

The institution, named in honor of Sree Narayana Guru, places significant emphasis on upholding the teachings and vision of the esteemed philosopher for the benefit of the younger generation. Gurukshethram, situated at the college entrance, serves as a symbol of



holiness that motivates the college residents and reinforces the saint's noble principles. The college provides a conducive environment in alignment with its vision.

### **Laboratory and Classroom Facilities**

A lab supervisor is designated to oversee all the laboratories in the college, ensuring that they meet the necessary requirements. Department heads are responsible for the maintenance of their respective department labs, while the department council will periodically check on the upkeep of the labs. Lab attendants assist teachers and students, ensuring that lab equipment is properly arranged for practical sessions. Safety measures, such as ventilation, masks, first aid kits, and exhaust ducts, are in place to ensure a safe environment. Fire extinguishers and other firefighting equipment are strategically located, and hazardous chemicals are securely stored in lockers. Computer labs are equipped with antivirus software and undergo regular software updates. Solar power inverters are utilized to prevent voltage fluctuations and power failures. Proper handling of major instruments is emphasized, with log books and separate power connections provided. Classroom infrastructure, including furniture, electrical appliances, and teaching aids, is maintained by the designated teachers with the assistance of attendants. The department head oversees these facilities and reports to the relevant authorities periodically to ensure proper maintenance.

### **Amenity Centre for Women**

The college provides a dedicated amenity center for women, spanning an area of 50 square meters. This facility offers girls the opportunity to rest and refresh themselves during non-class hours. The amenity room prioritizes cleanliness and privacy for female students. A female teacher is responsible for supervising the center, ensuring discipline and safety. Students are entrusted with the responsibility of maintaining the center's cleanliness and tidiness.

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## ICT Facilities

The college ensures the proper maintenance of its ICT facilities, such as smart classrooms, through an AMC. Regular maintenance is conducted for computers, projectors, printers, and xerox machines. To minimize e-waste, the college encourages maximum usage, reuse, and recycling. The Wi-Fi facility on campus is managed by Asianet and BSNL service providers. The college website is updated daily by the assigned teacher and is maintained through an AMC on a monthly basis or when necessary.

## Language Lab

The Language Lab, situated within the Computer Lab, has been equipped with Orell Software since 2011. Initially, there were 11 computers in the lab, with 1 Teacher Console and 10 Student Consoles. Each computer is equipped with the necessary software and a headset. The Teacher Console is equipped with a webcam. The software offers learning materials for phonetics, writing skills, speaking skills, listening skills, and reading skills, as well as practice sessions for interviews and group discussions. Currently, we are utilizing Digital Teacher, English Language Lab, which provides a structured e-learning environment and helps students enhance their LSRW skills through extensive practice.

## Library Facilities

The library facilities are well-maintained, ensuring a conducive reading environment for both students and teachers. Staff members receive proper training at the beginning of each academic year to effectively manage library materials, including processing, organizing, and distribution. The library software is regularly updated to align with academic needs and syllabus requirements. All books, journals, and multimedia materials are labeled, categorized, and displayed on shelves for easy access. The Librarian oversees the daily operations of the

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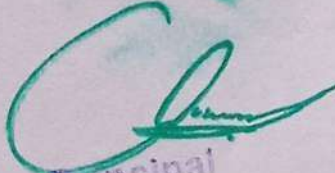


library system, promptly reporting any maintenance issues to the college council for timely resolution.

### **Sports and Games Facilities**

The college's Department of Physical Education will ensure that the sports facilities are well-maintained. The responsibility of supervising the sports equipment, playground, and game courts lies with the sports club members, including both teachers and students. The Head of the Department of Physical Education and the supporting staff lead the team in this endeavor.

The college management and the Parent-Teacher Association (PTA) assist in the annual maintenance of the courts.

  
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