

**SRI VYASA NSS COLLEGE**  
**Procedures and policies for maintaining various facilities**

**4.4.2 – Procedures and policies for maintaining various facilities**

The college which is situated in Wadakkaanchery Municipality (Thrissur Dt. Kerala) cater to the needs of pupils, most of them coming from faraway places for their higher education. The college extends all support facilities for the students, the majority are enjoying the financial support from Government, for their studies, to give right education moulding them as good citizen. The college council facilitates all extension for bringing good ambience in academic as well as non-academic aspects for the student community and the management gives due priority for the overall development of the college. The college has well established system for the maintenance and utilisation of various facilities that were acquired with the financial support from various government wings including UGC, DST-FIST etc. for the benefit of students and teaching staff. The planning board which functions under the ambit of College council looks after the various facilities of the college such as infrastructural, electronic media, curricular and extracurricular activities etc. advices on various measures for the improvement and maintenance of the same. The committee meant for various purposes meets as and when required for maintaining facilities, also takes account of effective utilization of the building area, purchase of various items, campus development initiatives, campus environment and library. The committee also takes care on maintenance of physical facilities such as college auditorium,

department seminar halls, smart classrooms, language lab, science laboratories, student amenities and computers etc. In certain cases annual maintenance contract [AMC] was also signed for the instruments and systems. The college council and the office works in tandem to give maximum priority for the procurement and installation of all facilities. The management of the college takes up annual maintenance of the campus and the physical ambience of the campus was maintained by student cadets of NCC and volunteers of NSS, whom look after the composure and serene atmosphere of the campus. The library digitisation was also maintained properly. All books are marked, classified as separate sections in each rack and were periodically cleaned with the help of students, library staff and teachers. All books were inspected to find damages and binding is carried out if needed. Also the office records were kept safe and stacked periodically by year wise for quick reference. Maintenance of Sports and Games Facilities, equipment's and articles were overseen by physical education department. Gymnasium, playground and various courts in the Campus are supervised and maintained by the Physical Education Department. The man power for maintaining the campus atmosphere were through contractual appointments and the financial assistance for the same is met from PTA and management fund. During end of each academic year the stock verification of various items viz. instruments, computers and other items were done at the department level by a committee consist of faculty members of different departments. The instrument which are not in working condition are identified for repair. Also stock

verification of chemicals, the new books purchased and the number of existing book are also accounted by the committee constituted.

The committee also takes care on maintenance of physical facilities such as college auditorium, department seminar halls, smart classrooms, language lab, science laboratories, student amenities and computers etc.. Lab equipment are maintained by the respective departments. Necessary repair works are managed by the supporting staff of the institution. Emergency repairs, if any, are undertaken with the help of PTA. Student and faculty support is another resource for the maintenance of the college facilities. NCC and NSS undertake necessary campus cleaning and beautification. Through this policies and practices we could maintain the various student and teacher facilities.

