4.4.2

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

There are established procedures for maintaining and utilizing the various facilities of the campus.

Computer Lab

Utilization: The HoD allocates the lab hours to different classes, in the time table. Teachers may take a batch of students to the lab, outside the regular class hours. For this, they check the availability of the lab with the lab technician. Students may work in the lab, outside the class hours. Here again, they take the permission from the lab technician. Students may also want to use the lab on holidays. In each class, there are few students who are trained to operate the lab control room. In their presence, the lab is made available even on holidays.

Maintenance: The lab technician looks after the regular maintenance of the computing facilities. Maintenance beyond his expertise is handed over to outside mechanics, with due permission from the administrator. The UPSes are under AMC. Air conditioners are maintained by service engineers from the company.

Library

Utilization: Library is open from 8.30 am to 7 pm on all working days. Librarian is available from 10 am onwards, to take care of the requirements of the library users. There are student members in the library committee, who will be available to open the reading section of the library, in the absence of the librarian. They are trained to switch on the UPS and computers in the library.

Maintenance: Librarian sees to the weeding of unwanted books, binding of journals etc.

Computer centre

Utilization: The computer centre is used mostly outside the class hours. It is mostly used for accessing the internal cloud server for learning materials. Students can access the internal cloud from the library. The student representatives of the library committee arranges the availability of the same.

Maintenance: Lab technician looks into the maintenance of the computer centre. The major issue here is maintaining the server.

Class rooms

Utilization: A class room is allotted to a batch for all the three years of their study. Since all the class rooms are equipped with LCD projectors and green boards, they don’t need to change the class rooms. Smart board is available only in the seminar hall. If any teacher requires it, he/she takes the permission of the HoD and uses it.

Maintenance: The computer and LCD in the class rooms are maintained by the lab technician. He periodically cleans the LCD projectors, as they gather dust.

Sports facility

Utilization: Sports facilities are under the control of the administrator of the college. Whenever the college needs them exclusively for its use, request is sent to the administrator through the principal. However, for daily use of the playgrounds for playing a game that the students like, no permission is needed. Sports materials like table tennis, shuttle etc. are under the supervision of the placement officer. Students are free to use them during intervals and after the class hours.

Maintenance: Maintenance of the sports facilities are taken care of by the administrator.

Power Supply

Utilization: The institute has a 70 KVA generator and 30 KVA solar installation. The solar installation is connected to the Kerala State Electricity Board grid. Generator is turned on when there is long hours of power failure.

Maintenance: Maintenance of these facilities are managed by the administrator.