



PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL /ACADEMIC RESOURCES



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/ACADEMIC RESOURCES**



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Sree Narayana Guru Kripa B.Ed. College, Pothencode is a well-established Teacher Education Institution that contributes to society and the nation. The institution has implemented transparent and robust procedures for the utilization and maintenance of all physical, academic, and support facilities, effectively communicated to all concerned stakeholders.

Although the college has an efficient management representative to support and monitor its functioning, the management decentralizes all academic and administrative matters by forming various committees. These committees, comprising teachers and student representatives, are assigned specific objectives to help achieve the vision of the college.

To ensure the effective maintenance and utilization of physical and academic resources, the college has a well-prepared plan. A dedicated committee, headed by the Principal, oversees this process. The committee members, including both teaching and non-teaching staff, are given responsibilities to monitor day-to-day activities and ensure smooth operation.

Detailed Procedures and Related Policies for Maintaining & Utilizing Physical/Academic Resources

Infrastructure Augmentation

Requests for common infrastructure augmentation should be forwarded by the college council to the management. The work will be undertaken based on priority and budget.

Maintenance

1. Annual maintenance of all infrastructure facilities will be conducted during the months of April and May.
2. Regular cleaning and maintenance of classrooms, laboratories, and other infrastructure facilities are carried out as per the schedule.
3. Any maintenance required should be reported to the maintenance committee through the complaint register maintained by the respective departments.
4. All rooms, including classrooms, laboratories, and offices, should be locked at the end of the day.
5. Teachers in charge of classrooms and laboratories should ensure that no damage is done to furniture and other equipment.
6. Care should be taken when handling electronic equipment inside the classrooms and laboratories.
7. Students should be encouraged to conserve energy by switching off devices when not in use, minimizing water usage, and promoting effective waste management procedures.



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Library Use

1. The requirement and list of books are taken from the concerned subject teachers and duly approved and signed by the Principal for purchase.
2. Every year, at the beginning of the session, students are encouraged to register themselves in the library.
3. A proper account of visitors (students and staff) is maintained daily.
4. A suggestion box is installed inside the reading room to collect user feedback.
5. To ensure the return of books, a 'no dues' certificate from the library is mandatory for students before appearing in exams.

Laboratory

1. Laboratories should be used under the supervision of faculty.
2. Laboratory rules and regulations are displayed at appropriate locations.
3. Stock registers should be updated regularly.
4. Stock verification and inspection must be carried out at the end of each academic year.
5. Practical sessions are scheduled according to the timetable.
6. Maintenance of equipment is performed regularly.

Computer Lab

1. Students are required to sign the register when entering and exiting the computer lab.
2. Footwear is strictly prohibited inside the laboratory.
3. Students must not carry any storage devices such as CDs and pen drives without prior permission from authorized personnel. The contents of such devices must be registered with the staff in the laboratory.
4. Students are prohibited from visiting websites that do not add learning value or are illegal.
5. The computer lab is to be used only for academic learning, and student activities on the campus network are monitored for regulatory purposes.

Classrooms

1. Classrooms are allotted for different optional subjects and combined core papers.
2. According to the directions of the internal examination committee, classrooms are allocated for university examinations.



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Playground

The playground is open for students from 9:30 am to 4.30 pm.

Infrastructure Extension

The college auditorium can be utilized by neighboring schools or similar institutions for community-related activities with prior permission from the Principal or Manager.

Awareness programs for the rural community, organized by the local self-government, may also use the college auditorium with prior approval from the Principal or Manager.



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