MES COLLEGE ERUMELY

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

MES College Erumely has a well-structured system for the maintenance and utilization of infrastructure like classrooms, computers, electronic equipment, and laboratories in the campus. A strong college Management Committee is operating in the college to fill the potential voidness in infrastructure, curricular, cocurricular and extracurricular areas. The Management Committee of the college is comprised of College Management Chairman, Secretary and Treasurer. A Library Committee is functioning in the college. These Committees constantly monitors and evaluate the status of the college.

The institution strongly considers the feedback from its stakeholders to prepare/amend the plan for physical infrastructure which support and complement its academic growth. The institution has adequate infrastructure for the smooth functioning of its academic activities. Funds are allocated for both physical and technological facilities, and the funds will be released based on the priority of needs. The optimal usage of existing land and other resources are strictly monitored by the College Management Body.

At the end of every academic year, an assessment on the requirements of infrastructure will be done by each statutory body. The requirements for the upcoming years which includes up-gradation, replacement and addition to the existing physical facilities will also be visualized and include in the requirements and necessary actions will be taken on time.
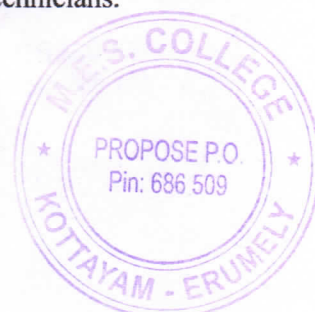
The proposals from the statutory bodies will be perused by the Governing Body and the Internal Quality Assurance Cell, and based on the activities, programmes proposed, and the availability of fund.

Maintenance Classrooms and Laboratories

All classrooms are facilitated with adequate infrastructure befitting teaching and learning. To tackle problems a standardized protocol is maintained comprising a maintenance register and a team of trouble-shooters consisting of electricians, technicians, and carpenters. The campus supervisor is responsible for the uninterrupted power supply and maintenance of equipment like generators in each block, general lighting, power distribution system etc.

The efforts of the non-teaching staff and supporting staff is utilized for the maintenance and the cleaning of the classrooms and the laboratories. Housekeeping services are done by supporting staff and are made available during day time in all days. The college garden is maintained by the gardener appointed by the college.

The maintenance and cleaning of the classrooms and furniture are done with the efforts of non-teaching staff and in major cases, the college goes for the maintenance contract with outside experts/technicians.

Maintenance of ICT facilities

The annual maintenance includes the required software installation and upgradation. The ICT enabled Seminar Hall and the related systems are monitored and maintained with the help of technical staff. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi should be used only for academic purposes. Campus Wi-Fi is maintained by service providers like BSNL, and Raj vision. The college website has maintained regularly by System Administrator.
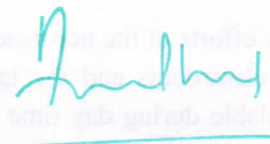
Library Maintenance

The library is well maintained in tune with the changing academic needs. The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of rare reference books. It is automated using KOHA. All books are marked, classified, and strategically placed on the racks. As a pre-emptive intervention, all books are periodically inspected to find possible damages and binding is carried out if necessary. The library puts great effort for simplifying resources by purchasing books of various cores and eliminate the obsolete titles. The books in the library are meant for students and staff in the college.

For the optimized utility of resources, a logbook is kept for advance booking of common facilities. The laboratory facilities are used for hosting common entrance and competitive examinations like NET, NEET, and State Public Service Commission etc.

Maintenance of Sports and Games Facility

The Physical Education Director is responsible for the supervision and maintenance of the sports equipment, ground, and various courts in the Campus. The Physical Education teacher will train and coordinate the interested students in Sports and games. The entire sports and games are monitored and patched up by the department of physical education. Ground level maintenance is done annually during vacation. All sports equipment and play areas are well maintained by taking instructions and advice from the Management and the Principal. Supplies of first aid stands ready to meet potential traumas. The playground of the college is available for practice and to conduct sports and matches.

All the policies are created for the smooth function of day- to -day activities of the college. All the guidance required for academicians and administrative members can be taken from the constituted policies.

Prof. (Dr.) ANIL KUMAR S.
PRINCIPAL
MES COLLEGE ERUMELY