

#### 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities 2018-19

During the year the institution modified the principal room by fixing glass doors and protected the wooden furniture for keeping its archeological value. The institution is equipped with solar power panels, during the year the institution replaced its defective power batteries and ensured the efficient function of solar power plant. The years old electrical cables and switches were replaced with the assistance of government fund. The main corridors of the college were tiled and the adjacent walls were plastered during the year. Repair of damaged computers and replacement of its cable, upgrade of sports facilities were carried out for the efficient function of audio visual facilities and enhancement of co-curricular facilities. All upgradation works and maintenance were carried out by utilizing the central and state government funds.

Plan fund and funds from the State Government are utilized for procuring and upgrading the infrastructure both in quantity and quality of the institution. For that, detailed project proposals will be submitted to the Directorate of Collegiate Education for seeking funds to upgrade the institutional infrastructure. After the allocation of funds, the institution will obtain the Technical and administrative sanction. After which, the existing purchase committee will decide and fix the standards of equipment to be purchased. Open quotations through newspapers and gazette will be issued. Later the detailed scrutiny of quotations will be done and the purchase committee will decide to issue the purchase order to the lowest quoted supplier. The supplied equipment will be inspected to ensure the assured quality by a technically qualified team. Usually the technical teams are hired from the Government Engineering Colleges or PWD kerala. Then the equipment is installed and commissioned for establishing a proper teaching learning process.

The six laboratories i.e. Physical Science, Natural Science, Computer, Psychology, Social Science and Language laboratories and Physical education Lab (Human Performance Lab) are functioning under the monitoring of concerned teachers in charge. Stock register and entry-exit registers are maintained. College laboratories are the place where the students are free to do their experiments in a cooperative and collaborative manner.

The maintenance and repairs of equipment and purchasing of chemicals are to be done by utilizing the plan fund, funds from the Kerala government and a minimum contribution from PTA also.



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