

#### **4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

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. There is a purchase committee constituted as per the guidelines of Govt. of Kerala scrutinized it carefully 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 of Govt. of 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. Each year internal audit mechanism in our college verified each lab properly and presented report accordingly.

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 minimum contributions from PTA also.

  
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