N.V.K.S.D.COLLEGE OF EDUCATION
(AUTONOMOUS)
ATTOOR

POLICY MANUAL

ABOUT THE COLLEGE

N.V.K.S.D. College of Education (Autonomous) is a pioneering Teacher Education Institution in Kanniyakumari District, established in 1963 by the philanthropists of N.V.K.S Devaswom with the vision of Gnana (Knowledge), Dharma (Righteousness), and Sneha (Love). The college holds the distinction of being the first institution of Teacher Education and the only aided college of Education in Kanniyakumari District. It is a Malayalam linguistic minority institution serving the interests of Malayalam speaking minorities of Kanniyakumari District without any distinction of caste, creed, or religion. Situated amidst a serene and eco-friendly green environment, surrounded by villages, rivers, and foothills, the college stands as a stronghold of education, culture, and renaissance.

The college received reaccreditation with an 'A' grade from NAAC in 2014 and was granted Autonomous status by UGC in 2017. Affiliated with Tamilnadu Teachers Education University, Chennai, the college offers B.Ed.,M.Ed., and a recognizedcenter for Research in Education. Since 2005, the college has been recognized by Indira Gandhi National Open University as a centre for conducting various programmes.

Guided by a visionary management, the collaborative efforts of committed staff, involvement of Alumni, and excellent infrastructure facilities, the college is dedicated to delivering quality Teacher Education and nurturing competent and skilled teachers committed to serving the future generations of our nation.

VISION

- Gnana (Knowledge)
- Dharma (Righteousness)
- Sneha (Love)

MISSION

- Develop a teacher education institution capable of maintaining global standards.
- Develop a group of new generation teachers with right attitudes, ideals and values and are competent to practice education within the framework of Indian culture.
- Develop a new cadre of teaching professionals who can recreate the vision of Indian education and can contribute to social order based on equity and ahimsa.

- Inculcate in the would-be teachers values of humanism, spiritualism and cultural pluralism through their teaching and social behaviour.
- Develop a new educational culture capable of producing a new generation of Indian citizens who believe in and practise the great ideals which Indians have upheld over the ages.
- Develop the students with technological and interpersonal skills.
- Promote a strong cadre of educational researchers who can produce new knowledge in education which will answer to the needs of the global society.
- Promote educational extension at different levels.

VALUES

- Continuous pursuit of intellectual excellence.
- Develop a group of new generation teachers with right attitudes, ideals and values and are competent to practice education within the framework of Indian culture.
- Emphasis on value-based education.
- Development of democratic ideals.
- Imbibing emotional values.
- Nurturing environmental sensitivity.
- Inculcating traditional, cultural and social values.
- Developing ethical and spiritual values.

QUALITY POLICY

Introduction

The Quality Policy of N.V.K.S.D. College of Education is intended to guide activities that will contribute to the development of the institution. This policy formulates the strategies that will help to construct and maintain a system ofquality assurance and substance, in every activity undertaken by the college, leading to the progress of all stakeholders and development of the community, and thereby contributing towards the college's evolution into a premierinstitution.

- **Vision and Mission:**N.V.K.S.D. College of Education has written vision and mission statements that shows the institution's values and guiding principles, day to day operational objectives, and its commitment towards students, community and nation.
- **Policies and Procedures:** The college formulates policies for good governance and effective sustenance.
- **Internal Quality Assurance Cell:**N.V.K.S.D. College of Education has a full-fledgedInternal Quality Assurance Cell (IQAC) established with the vision to ensure sustained growth of the institution, maintaining high standards of quality in education, research and its activities, meeting relevant national and international standards in its activities and identifying opportunities for improvement through rigorous self-assessment. The IQAC engages in introducing quality enhancement activities and continuously monitors all endeavours of the college, both academic and non-academic. It plays a catalytic role in the functioning of various committees, units, cells and forums in the college.
- **Teaching and Learning:** The pivotal focus of the institution is high quality teaching and learning implemented through regularly updated quality curriculum, learning materials, conducive learning environment and supportive services.
- **Approval and Monitoring:** The college administration under the prompt supervision of the management has devised formal mechanism for approval, monitoring and review of its programmes and activities. There are statutory bodies such as Board of Studies, Academic Counciland Governing body to take appropriate decisions and ensure timely execution of resolutions. There are committees for ensuring the proper implementation of its academic and co-curricular activities.
- **Participatory Planning and Good Governance:** The institution is committed to equitable work distribution and deployment of responsibilities among its staff. Various committees are formed to undertake and monitor curricular and co-curricular activities. The institution ensures democratic decision making, transparency, responsiveness and accountability in all its activities.

- **Academic Integrity:** The college is committed to upholding high standards of academic integrity across its members. The college urges students, faculty and administrative staff to develop awareness on academic integrity and its keen practice.

- **Evaluation of Students:** The college follows Choice Based Credit System**.** The college conducts results analysis and remedial coaching for the academic improvement of students.

- **Quality Assurance of Faculty Members:** The college follows standards set by the Government and University for the recruitment of faculty members. Faculty Development Programmes are organised periodically for the professional development of teachers.

- **Student Support Services:** The college is committed towards providing adequate and appropriate student support services in the form of mentoring system, fee concession, remedial teaching and counselling. The institution ensures personal interaction with each student by the mentor to meet the stated expectations of the student community.

- **Administrative Support:** The college ensures the availability of qualified and committed administrative and support staff in all areas of its functioning.

- **Capacity Building:** The college facilitates capacity building programmes for administrative staff members on a continuous basis.

- **Information and Education Technology:** The college is committed to embrace ICT as a development, educational and administrative tool that should be widely accessible and utilised by the entire academic community.

- **Public Information:** The college regularly updates its website and disseminates information through press, media, social media and other means of communication.

- **Accreditation and Auditing:** The college submits self-study reports to competent accreditation bodies in order to enhance its quality. The college conducts periodical peer reviews, internal and external academic and administrative auditing and AQAR to facilitate on going self-evaluation and continuous improvement.

- **Stakeholder Feedbacks:** The college collects feedback from students and other stakeholders to determine their level of satisfaction and to understand their needs and expectations.

- **Grievance Redressal Mechanism:** Grievance of the students and faculty is addressed and redressed through the Grievance Redressal Cell.

- **Promotion of Research and Extension:** The college promotes research, collaborations and extension activities with active involvement of student teachers, research scholars and faculty members. The institution uses every opportunity to support the community through need based outreach activities.

- **Equity and Inclusion:** The institution responds to the diversity of needs among students and ensures support services to differently abled students and those who are at risk. The institution has mechanisms to eliminate all forms of discrimination, harassment and exclusion.
- **Commitment to Nation:** Contributing to national development has always been a priority for the institution. The college inculcates human values and social responsibilities among its academic community through various clubs, forums, cells and other community engagement activities.

ADMISSION POLICY

Introduction

Admission Policy is for the admission of students into B.Ed./M.Ed./M.Phil. programmes of the college. N.V.K.S.D. College of Education is a Malayalam Linguistic Minority Government aided institution and so the B.Ed. admission of fifty percentage seats comes under the single window counseling of the Tamil Nadu Government and the remaining 50 percentage under Minority management quota. Out of 100 seats, 50 seats are surrendered to single window counseling and 50 seats come under the minority management quota every year. The Admission Committee takes responsibility of the admission to 50 management seats of the B.Ed. programme and all admissions of the M.Ed. and M.Phil. Programmes. The Admission Committee scrutinizes the applications and prepares the admission list following the reservation policy of Tamil Nadu Government.

Policy

Eligibility for admission to B.Ed programme

A candidate shall be eligible for admission to the programme leading to the Degree of Bachelor of Education provided, he/she fulfills the following conditions.

The candidate should have passed the UG Degree Examination in the 10+2+3 stream, with the same main subject in part III, for which he/she is seeking admission to B.Ed. Programme. Bachelors in Engineering (or) Technology with specialisation in Mathematics and Science with 55% of marks or any other qualifications equivalent there to, are eligible for admission to the programme. Candidates who have taken more than one main subject in part III (Double/Triple Major) of the Graduation, have to choose only one of the main subjects and apply for that optional only. The admission criteria however shall be as per the norms prescribed by the University or the State Government.

Eligibility for admission to M.Ed programme

The college admits students to M.Ed. and M.Phil. programmes based on the marks obtained by the students in the B.Ed. and M.Ed. degree examination.

Reservation of Seats

Reservation is followed according to the Norms of the State Government.

RECRUITMENT POLICY

Introduction

N.V.K.S.D. College of Education is committed to ensure that the recruitment and selection of staff is transparent, efficient, effective, and promotes equality of opportunity.

Policy

Recruitment and Selection

The guidelines followed in the recruitment of faculty are as follows:

- Vacancies are advertised either through print or electronic media.
- Selection is fair and objective at every stage.
- Selection criteria are agreed against the requirements of the post as per UGC Tamil Nadu Government and affiliating University norms. .
- Candidates applying for the posts should submit their applications to the Secretary, N.V.K.S.D.College of Education.
- Selection Committee is constituted by the management for the recruitment.
- Interview is held in the college by the Selection Committee.
- Teaching faculty under Self Financing stream is recruited by the management.Management decides whether to confirm or terminate service within one year of probationary period. The appointment of self-financing faculty is made permanent purely based on their performance.
- For non-teaching staff, qualification matching the job requirements is ensured and the appointment is done as per the Tamil Nadu State Government norms.

Service Rules

- Faculty members' qualification and appointment are approved by Tamilnadu Teachers Education University and the Government of Tamil Nadu.
- The appointment shall be in accordance with the terms and conditions of service as prescribed in Tamil Nadu Private Colleges Regulations Act 1976 and rules made there under as well as in accordance with the instructions of the Government of Tamil Nadu and the Tamil Nadu Teachers Education University now in force and to be made in future and also as per the conditions stipulated by the Director of Collegiate Education, Chennai from time to time.
- The appointed faculty members are on probation for a period of two years in a continuous period of three years from the date of joining and are considered for confirmation in the post at the end

of the second year in accordance with the rules in force and on satisfactory completion of the period of probation.

- The promotional policies for teachers, following UGC guidelines and Career Advancement Scheme, are aligned with the Performance-Based Appraisal System approved by the Tamil Nadu Teachers Education University.
- Leave rules are followed as per the guidelines of Tamil Nadu Government and prior approval from the Secretary is essential for any leave other than Casual Leave.

POLICY ON CODE OF CONDUCT

Introduction

N.V.K.S.D. College of Education (Autonomous) is an institution that is committed to the pursuit of excellence in teaching, learning and research and community engagement. The Code of Conduct is formulated to provide fair procedures relevant to all students of B.Ed, M.Ed, M.Phil and Ph.D programmes.

Policy

Code of Conduct for Students

- It is mandatory to wear the college uniform and identity card inside the campus.
- Ragging is prohibited by law in the college Campus.
- Plagiarism or other forms of academic dishonesty like furnishing false information to any college official, faculty or office, forgery, alteration or misuse of any college document, record, or instrument of identification, copying in examination etc. will call for strict disciplinary action amounting to suspension and dismissal.
- Irregular attendances, insubordination to teachers, habitual in-attention in class, are sufficient reasons for permanent or temporary dismissal of a student.
- Attendance will be taken during assembly and the students are expected to attend the assembly without fail.
- Leave Applications should be submitted by the students before taking leave.
- Important information will be disseminated through notice boards, announcements over Public Addressing system, website communication, WhatsApp groups and class representatives, depending on the nature of information.
- College property should be handled with care. Loss, damage or destruction will be chargeable individually or collectively as the case maybe.
- Fund collection of any kind by students without the prior permission of the Principal is strictly forbidden.
- All students must uphold academic integrity respect all persons and their rights and property and safety of others

Code of Conduct for Teachers

- Every teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms lay down by the College, University and the Government from time to time.
- Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- No teacher shall be absent himself/herself from duties at any time without prior permission from higher-ups .
- Teachers shall perform the other duties entrusted to them by the College without affecting the regular teaching hours. All the teachers must physically present and engage the class during their respective   teaching hours. Alternate arrangements should be made well in advance to engage the classes during their day of absence from the college.
- Aninclusive educational environment should be maintained in the classroom.
- Teacher should recognize the individual differences and strive to meet their individual needs.
- In tune with the vision and mission of the college each teacher should instila scientific and democratic outlook and dignity of labour.
- Every teacher should update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her and for benefit of student community.
- Teachers should maintain active membership of professional organizations and strive to improve professionalism through them.
- The teacher will have to carry out all the educational responsibilities in the institution such as conducting admissions, mentoring students assisting the conduct of examinations participation in extra-curricular activities such as sports, extension activities and cultural programmes of the College.
- Teachers should oblige to the duties assigned by the university.
- Teachers must always maintain ethical behaviour in professional practice.
- The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.
- There should be regular interactions with the guardians of the students as this is considered mandatory for the welfare of both the students and the Institution.

Code of Conduct for Administrative Staff

- Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations of the College, University and the Government.
- No staff shall be absent himself/herself from duties at any time without prior permission from higher-ups.
- No staff employed in a college shall engage directly or indirectly in any trade or business.
- During the period of service all the members of the staff shall engage themselves honestly and efficiently under the order of the Head of the Institution.
- No members of the staff shall engage in any political activity within the college campus.
- All the staff should show positive attitude towards the students.

RESEARCH POLICY

Introduction

The research policy of the college aims to promote research by providing resources to researchers to enhance their research capabilities and to promote scientific temper and research aptitude for realizing the vision and mission of the institution and for contributing to national development. This policy is applicable to all the researchers namely B.Ed. and M.Ed. students, M.Phil and Ph.D scholars, faculty pursuing doctoral studies and engaging in research projects.

The major objectives of the policy are to create and promote research culture among the staff and students and to enhance research capabilities, and collaborations. The policy also aims to ensure quality, integrity and ethics in research practices. The Research committee headed by the principal is responsible for updating, implementing and assessing the outcome of the research promotion policies.

Policy

Undertaking Research

Faculty members are expected to undertake research, leading to quality publications, presentations in National / International / Regional conferences / seminars, invited talks in conferences / seminars / workshops, socially useful projects and other similar research activities.

Obligations of faculty

Participation in research activity is mandatory for all faculty members. Research output will be considered as one of the criteria for promotion along with other academic responsibilities. Faculty members are expected to encourage and support their students in carrying out projects as well as presenting and publishing research papers.

Quality of Publications

All faculty are encouraged to publish articles in UGC care list and Scopus indexed journals.

Incentives for Research

a. Travel Support Grant

Faculty members, Researchers (PhD, PG and UG students) may be provided travel support for presenting papers in Conferences/Seminars.

b. Membership in professional bodies

College will provide reimbursement up to 50% to each faculty for membership of reputed professional bodies.

Code of Ethics

The Research Ethics Policy provides broad guidelines for individual behaviour in matters of research conduct: Each member involved in research will adhere to highest ethical standards. Ethical concerns in Research are managed by the College Research committee.

- All those involved in research must show respect for the values of honesty, integrity and fairness.
- Researchers must acknowledge all the agencies supporting in research and the sources of data.
- The confidentiality, autonomy and privacy of the subjects must be respected.

All kinds of plagiarism should be avoided.

POLICY ON PROFESSIONAL DEVELOPMENT

Introduction

N.V.K.S.D College of education is committed to impart continuing professional development of faculty to update their knowledge and skills in their subject area which in turn impacts student performance. This policy provides opportunities to promote individual progress of all faculties which improves their efficiency. This policy is applicable to all faculties- permanent and self-financing.

1. FACULTY DEVELOPMENT PROGRAMME
Terms and conditions:

- Applicant should be a full-time faculty.
- Programme can be either online or offline.
- Programme should meet the needs of the applicant's discipline or department.
- The applicant should share knowledge gained with colleagues via presentation, workshop, discussion and/or report after the course.
- Requests are evaluated based on equitable access to training opportunities to the faculty of the college.
- As a rule, a faculty can receive this grant only once in an academic year.

Application on the specific format along with a description on how this training impacted student learning, how it is beneficial to the department and institution in general should be submitted to the college office. It should be supported by brochure of the course, and receipt and fee receipt.

2. SEED MONEY FOR MINOR RESEARCH PROJECTS
External funding of projects is highly competitive nowadays. With the purpose of promoting research by funding deserving teachers to build a basis for the research aspiration, N.V.K.S.D. College of Education provides seed money for conducting minor research projects.

Guidelines

- All the full time faculty can apply for seed money grant.
- Maximum grant allotted is Rs 50000/.
- Duration of the project is one year.
- Applicant must submit the application along with the proposal.
- 75% of the grant will be handed over at the time of approval and 25% at the time of submission of the project report.

3. STUDY LEAVE

Institution supports the faculty who pursue doctoral research degree by granting study leave. Faculties who pursue doctoral research degree are granted maximum period of two years and those who pursue part time mode are granted with maximum three months leave.

RESOURCE MOBILISATION POLICY

Introduction

The aim of the institution is to provide best resources to the students and faculty to meet the requirements corresponding to the vision and mission of the Institution. This document draws the policies for resource mobilization to fulfil the Strategic Plan for the overall growth of the Institution and gives a clear picture about the sources of funds, procedure of the utilization of funds and internal and external auditing of the documents and statement of accounts.

Policy

Human Resources

The college ensures qualified manpower-both teaching and non-teaching- to run all the educational programmes. The recruitment and induction of the faculty and non-teaching staff are conducted as per the rules and regulations of the State Government, UGC and Tamil Nadu Teachers Education University, Chennai. The management of the college ensures timely recruitment of staff to fill up the vacant position that comes up from time to time. By sustaining its quality and commitment, college always takes utmost care to attract students to seek admission here and try to ensure that the sanctioned seats are filled during admission time as per the guidelines of the Tamil Nadu Teachers Education University, Chennai.

Financial/Material Resources

Sources of funds:

The following are the agencies and strategies through which the College mobilizes and secures funding:

- Grant-in-aid from State Government and Semi Government Institutions including UGC/Autonomous grant.
- UGC plan development grants for buildings, equipment, books and journal purchases.
- Management of the college.
- Parent Teacher Association.
- Consultancy fee.
- Rent generated from providing space for examinations of external bodies e.g. TNPSC.
- Contribution and sponsorship from Philanthropists for specific projects and programmes.
- Alumni of the College.

- Grants given to students from reserved communities: Funding/ Scholarships for SC/ST/BC/MBC.
- Special collection for College Magazine, Union Inauguration, Campus amenities fund.
- Sponsorship and assistance from Alumni: For conducting Fests, Sports events and other enrichment activities, for providing books to the needy etc.
- Interest on endowment.

Utilization and implementation

Optimum utilization of funds is ensured through the procedures mentioned below:

- Annual Budget is prepared in consultation with the planning and evaluation committee and IQAC of the College.
- The budget includes funds allocation for effective teaching-learning practices, Orientation Programmes, Seminars, Workshops, Inter-disciplinary activities, training programmes and co-curricular and extracurricular activities, day to day operational and administrative expenses, maintenance of fixed assets, enhancement of library facilities and development and maintenance of infrastructure.
- Head of the institution is in charge of the implementation of the budget.
- Instructions on utilization of funds, documents to be maintained etc have been formulated.
- The Government funds are taken care of by the finance committee.
- Government funds are optimally used for the purposes for which it is sanctioned.
- In addition to the infrastructure maintenance and augmentation, the management provides financial supports to seminars/workshops/expert talks/Association activities/ Faculty Development programmes.

Financial Audit of Grant

Transparency and accountability is ensured by conducting annual audit of the statement of accounts and other documents.

There are different levels of audit for the funds. They are as follows:

1. **Internal Auditing:** Day to day verification of accounts is done by the assistant of the College and endorsed by the Principal.

2. **Charted Accountant:** Every year, the accounts for all the grants and funds sanctioned by the Government/ UGC are initially submitted to an external Charted Accountant. This includes all funds related to academic activities, co-curricular and extracurricular and extension programmes. The audit report issued by the auditor with Utilization Certificate and all necessary ratified accounts are submitted to the concerned sanctioned authorities.

3. **Regional Joint Director Office:** At the time of annual audits by the RJD, the audit team verify all the financial documents related to the public funds utilized by the College. After hearing the clarifications and correction, the final accounts are settled.

Accountant General Office Tamil Nadu: The Accountant General Office also conducts their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of the funds.

GREEN POLICY

Introduction

The institution is devoted to the cause of environmental awareness, to undertake green initiatives and to conduct green literacy programmes to protect the environment. N.V.K.S.D. College of Education combines eco-friendly practices and education to promote sustainable development. Green policy is a component of the college's broader strategic goal of environmental sustainability.

The major objectives of the Green Policy are to adopt practices and promote environmental friendly initiative among the students and faculty members of the institution and practise the principles of **5 R'S – Reduce, Refuse, Rethink, Reuse and Recycle.**The policy also aims to develop ethical responsibility among stakeholders for energy, water conservation and waste management.

Policy

I. Energy conservation

The institution aims to conserve and manage energy in such a way as to minimize its impact on environment and to improve energy efficiency by focusing on the optional use of energy resources through the following measures.

- Promoting non-conventional energy by use of solar panels.
- Saving energy by the use of LED bulbs.
- Developing energy consumption by use of energy efficient equipments.
- Developing energy saving habits such as switching of electrical devices when not in use.
- Promoting maximum use of daylight and natural ventilations.

II. Water management and conservation

The institution ensures that the water in the campus is managed responsibly through adopting water management systems that results in efficient utilization and conservation of water through the following measures.

- Ensuring the adequacy of water taps in the campus.
- Ensuring periodic checking of taps or pipes and immediate repairing.
- Providing awareness on water conservation to staff members and students.
- Ensuring water management through drip pipeline system.

- Ensuring responsible use of water through minimal use.
- Using water saving devices in washrooms.
- Promoting rain water harvesting.
- Maintaining and monitoring rain water harvesting pits.

III. Green Building

- Making the campus environmental friendly with trees, garden, medicinal plants, vegetable gardens and lotus ponds.
- Avoiding single use plastic.
- Promoting eco-friendly products inside the campus.

IV. Paperless office

To reduce the production of paper waste, following measures are taken.

- Sharing of data through digital media.
- Double sided printing to reduce paper waste.
- Reuse of one sided papers for internal college work.
- Encouraging e-college magazine.
- Use of e-resource centre.
- Paperless transactions, e-feedback systems, online Google classroom, circulars through whatsapp groups, online assignments.

WASTE MANAGEMENT POLICY

Introduction

The institution ensures that all the wastes in the campus are reduced, reused, recycled and prevented wherever possible   and disposed in an environmentally safe method by using proper waste segregation mechanism and taking steps to convert wastes into value added eco-friendly products. The major objectives are to create awareness among the staff and students to manage the waste generated by them and to maximize the possibility of waste minimization, reuse and recycling.

Policy

Solid waste management

Solid waste like food papers, cardboards, plastic bottles, bags, glass bottles are disposed in the respective colour coded containers located in various places of the campus. Bio gas plant is established in the hostel which converts the food waste in to alternate source of energy.

- Sanitary napkins are disposed using the insinuators in the rest room.
- Garden waste is converted as manure   by depositing in the compost pit.
- Campus garden beautification using waste bottles and worn out tyres.
- Plastic waste is collected by the panchayat.
- Colour coated dust bins are placed in and around the campus with a label of Green – bio degradable, Black- e waste and Blue- plastic & metal.

E Waste management

Electrical waste including batteries, bulb, fans, parts of computer etc. are disposed to scrap vendors.

POLICY ON COMMUNITY EXTENSION ACTIVITIES

Introduction

NVKSD College of Education aims at the inculcation of human values and social responsibilities among the student community. Through various forums,cells and clubs, community engagement activities are carried out.

Policy

- The college encourages students to engage in community extension activities through its various forums, cells and other government initiatives such as UBA.
- The faculty in charge of the above mentioned units will give appropriate training to the students before starting their work in the community.
- The College will provide, within its capacity to do so, quality facilities that enable students to participate meaningfully in the community extension activities.
- The students who are engaged in the community outreach activities are required to observe appropriate standards of behaviour in the campus, community and online interactions.
- All students must adhere to the college requirements regarding community work such as obtaining consent from parents/guardians, informing the faculty and recording their activities.
- All students involved in community activities must demonstrate respectful behaviour in the community and keep the personal information about the clients or community people confidential.
- Appropriate dress code is required when representing the College.

INFRASTRUCTURE MAINTENANCE AND UTILISATION POLICY

Introduction

The institution promotes optimum use of all the infrastructure resources by the stakeholders. Facilities are made available for government and non-government organization in request for conducting events and competitive exams.

Policy

Maintenance of facilities

The purchase and maintenance committee monitors the maintenance of all the campus buildings and facilities.

General Maintenance

An annual maintenance schedule is developed in which the maintenance team investigates the general aspects of infrastructure maintenance. While washing painting, pruning of trees, clearing of drainage system, cleaning roofs, maintenance of washrooms etc. are done during holidays.

Repair and Maintenance Register

The college office keeps a maintenance register to record all maintenance or repair requirements. All requests for the maintenance will be entered in the maintenance register before initiating the work. The maintenance committee check and verify the complaints and, on their recommendation, the repair works will be initiated. The outcome of the maintenance work will be recorded in the register. The office superintendent is in charge of keeping the register.

Details of Maintenance Responsibilities

Facility/infrastructure	Maintenance Responsibility	Contact Point for complaints
Air Conditioners, Fire & safety equipment	External agency	Office Superintendent
All electrical equipment, including power backup generator and wiring related work.	Electrician	Office Superintendent
All plumbing related facilities including bore wells, motors and	Plumber	Office Superintendent

pipelines.		
Computers and related equipment and facilities in Computer Labs.	Computer staff	Computer instructor
Laboratories	Lab assistant	Faculty concerned
Hostel	Hostel Staff	Deputy Warden, College Hostel
Library	Library Staff	Librarian
Wooden Furniture in the class	Carpenter of the college (on call)	Office Superintendent
Campus cleaning, Classroom cleaning	Sweepers (Staff)	Office Superintendent
Maintenance of Buildings (for painting, cracks, leakage, etc)	Maintenance committee (through outside contractor)	Principal
College Website	External Agency	Librarian
Internet connection, CCTV	Network Technician	Computer Instructor
Smart Boards, LCD projectors and other ICT facilities	External agency	Principal
MIS	Velsoft (External agency)	Principal
Garden and Plants	Gardener	Office Superintendent
Playground, fitness equipments and Indoor game facilities	Support staff	Director of Physical Education
Alternative Energy Sources	External Agency	Office Superintendent
Purchasing of Library books	Librarian	Librarian
Regular Purchases and special needs like lab equipment (based on requirements submitted)	Purchase and Maintenance Committee	Principal
College canteen	Canteen contractor	Principal