



KURIAKOSE ELIAS COLLEGE MANNANAM

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INFRASTRUCTURE MAINTENANCE AND SHARING POLICY



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As per the rules and policy of the college, all the stakeholders have fair opportunity to access and use physical, academic and support facilities like auditorium, seminar halls, libraries, laboratories, sports complex, computers, classrooms etc. of the college. This policy outlines the procedures and guidelines for the maintenance and sharing of infrastructure resources within the college.

Objectives

- To ensure that all infrastructure is maintained effectively and shared equitably among users while adhering to security and operational standards.
- To allocate infrastructure resources in a manner that maximizes their use and benefits to all departments equitably.
- To facilitate the sharing of resources to optimize their availability and support collaborative projects.

Policy Statements

- The major funds, which aid in the enrichment and maintenance of infrastructural facilities, are from the Government (PD, UGC, CPE, CSIR, DBT, FIST, etc.), Management, the PTA, the Alumni, Minor Research Projects and Major Research Projects.
- The institution avidly insists on credibility and transparency in all transactions and it reveres social audit more than anything else.
- A Purchase Committee is constituted to administer all the purchases made in the campus. The Principal and a Convener, nominated by the College Council, head the committee.
- Laboratories in various departments function under the strict control of the respective Head of the Departments and the laboratory bearers are responsible for maintaining the laboratory facilities under instruction from the Departmental Heads.
- Maintenance of civil works like painting, carpentry, furniture repair, plumbing etc. are done from time to time. Annual maintenance of computers, projectors, scanners, printers, cameras are outsourced to different agencies.
- Sufficient housekeeping staff is employed to maintain hygiene and cleanliness in the campus.



Implementation

The ICT smart classrooms and all computer-related facilities are maintained by technically skilled experts appointed by the management. The reading room is regularly maintained and the library staff conducts stock verification of books every year. Members can check out books or journals during working hours and must sign out items at the library counter. Each department maintains a stock register to keep track of its equipment, which is inspected and verified annually. Major laboratory instruments are inspected, calibrated and repaired by external technicians, with quotations obtained from approved technicians and companies through the college office. Perishable items, accessories and consumables are purchased annually through a centralized system in the college. The college has a sports complex with Volleyball court, Basketball court, Lawn Tennis court and Football ground. The students are also provided with an indoor stadium with required sports facilities. Training in sports activities regularly takes place in the sports complex under the supervision of concerned faculty.

All classrooms, seminar halls, buildings and hostels are maintained under the supervision of the Administrator and Management. The college employs an electrician who stays on campus to maintain all electrical equipment and operate the silent diesel generator during power outages. Other equipment such as solar panel, water harvesting units, water purifiers, water coolers and pumps are also properly maintained. Suggestion boxes are installed throughout the campus to collect and implement feedback.

The college has an IQAC room for meetings and discussions and a canteen offering healthy and hygienic food. There are two seminar halls with LCD facilities used for seminars, workshops, conferences and presentations. A conference hall with video conferencing facility also exists. The college also has dedicated rooms for NCC and NSS activities, where program officers, cadets and volunteers store necessary items. There is ample parking space for both students and staff. Guest room, rest rooms and counselling centre are also available in the campus.