

KARMELA RANI TRAINING COLLEGE, KOLLAM
**PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING
PHYSICAL /ACADEMIC RESOURCES**

GENERAL POLICY

Periodic Checks and monitoring: Physical and academic resources of the college should be subject to periodic checks and maintenance to ensure its sufficiency and proper functioning.

Regular repair and maintenance: All physical and academic facilities are to be repaired and maintained in working condition. whenever necessary parts should be either replaced or new ones are to be installed

Infrastructure augmentation: Addition and augmentation of infrastructure is to be done as and when required

Optimum utilization: Promote optimum utilization of the resources by the students and staff.

**PRACTICES FOR MAINTAINING AND UTILIZING PHYSICAL
/ACADEMIC RESOURCES**

Building Infrastructure

- Regular cleaning of classrooms, library, laboratories and other building infrastructure.
- Annual maintenance of building infrastructure
- Lock and key for all classrooms, library, labs, office etc.
- Periodic electrical checks and maintenance.
- Optimum power consumption practice like reminder posters, proper switch on and off practices,


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Library

- Gate register for entry of students and staff
- Library cards for borrowing books.
- Gsuite id for teachers and students and INFLIBNET registration
- Periodic verification and audit of books.
- Annual addition of books.
- Periodic maintenance/ augmentation of computers and reprographic facility in the library.

Laboratory

- Regular visits by students is encouraged for the conduct of test and experiments.
- Provision for practical periods are incorporated in college time table.
- A teacher is entrusted with the charge of laboratory to monitor its functioning
- Test equipments and apparatus are maintained/ replaced as and when required.
- Test materials, models, specimens are maintained/replaced/augmented whenever required.

Computer lab

- Computer lab is airconditioned to facilitate safe guard devices.
- Use of internet is free of cost to students
- Periodic check of computers and accessories are done.
- Annual maintenance of systems
- Faulty Components/ systems are replaced timely.
- Students are encouraged to use computer lab for their seminar presentation preparations, preparation of teaching aids, projects etc.

Class rooms/ seminar halls

- Optional teachers are entrusted with the charge of optional classrooms and general teachers seminar halls.
- Computers, LCD projectors and teaching aids in classrooms are checked, repaired and maintained continuously.


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Gymnasium and play ground

- Practical sessions and outdoor games are performed in the playground.
- Play ground is open for students during practical sessions and from 8:30 am to 9:30 am and 3:30 pm to 5:30 pm.
- Gymnasium is open for students from 8:30 am to 9:30 am and 3:30 pm to 5:30 pm.
- Sports equipments are periodically maintained/ replaced and augmented
- Health and Physical Education Instructor is entrusted with the charge of gymnasium.
- The gym equipments are periodically maintained/ replaced and augmented.
- Students are motivated to use playground and gymnasium regularly.
- The playground of our model school (St. Aloysius HSS, Kollam) is utilized for big events like annual sports day.


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