

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

Describe the institution’s policy with details of systems and procedures for maintaining and utilizing physical, academic and support facilities (within a maximum of 200 words).

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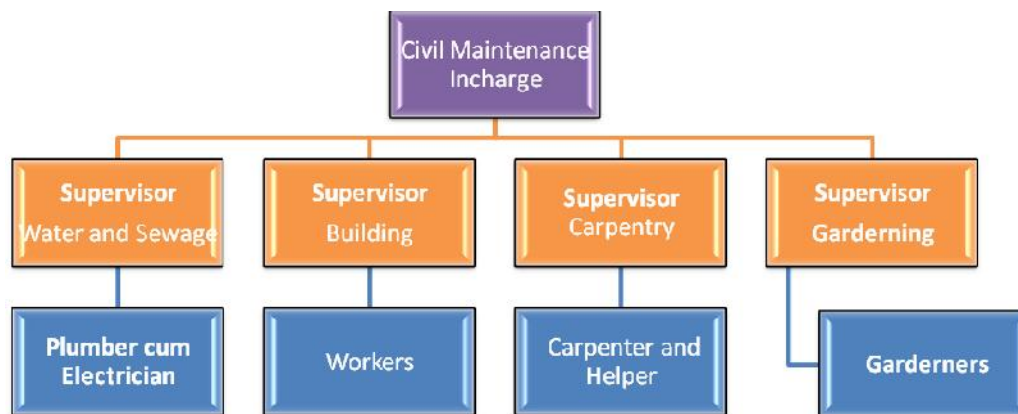
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Maintenance and utilization of the Infrastructure Facilities:

The maintenance and upkeep of the infrastructure facilities are carried out with the support of the heads of the particular infrastructure department. The following is the organizational chart of the departments.

Civil Maintenance:

The civil maintenance is headed by the Teaching Faculty. He is in charge of four divisions, water and sewage, building, carpentry and Gardening. Each division is headed by a supervisor and is employed by respective skill workers.



The Civil Maintenance Department in a college is responsible for ensuring the proper functioning and upkeep of the physical infrastructure and facilities within the campus. The primary goal is to create a safe, comfortable, and conducive environment for students, faculty, and staff. The specific responsibilities of the Civil Maintenance Department may vary depending on the size and complexity of the college, but generally include the following:

Building Maintenance:

Regular inspection and maintenance of buildings, including classrooms, laboratories, administrative offices, libraries, and other facilities. Repairing and maintaining structural elements such as walls, roofs, floors, and foundations.

Utilities Management:

Monitoring and maintaining utilities like water supply, electrical systems, heating, ventilation, and air conditioning (HVAC) systems. Addressing any issues related to plumbing, electrical wiring, or other utility systems.

Grounds Maintenance:

Taking care of the landscaping, lawns, gardens, and outdoor spaces on the campus. Ensuring proper drainage systems and addressing any issues related to outdoor facilities.

Safety and Compliance:

Conducting regular safety inspections to identify and rectify potential hazards. Ensuring compliance with building codes and regulations.

Renovations and Upgrades:

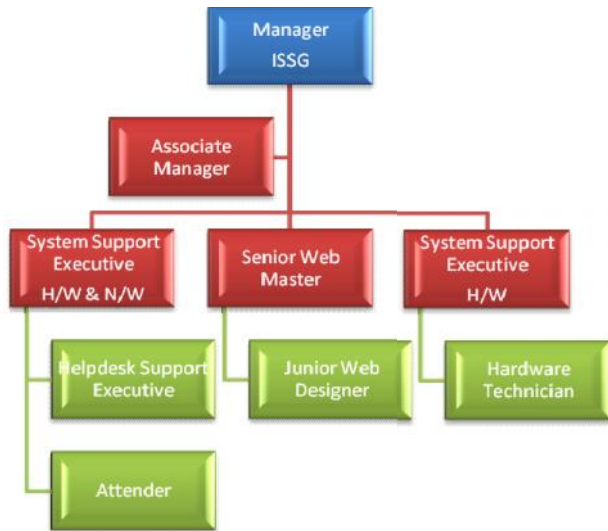
Planning and executing renovation projects to improve existing facilities. Upgrading infrastructure to meet the evolving needs of the college community.

Emergency Response:

Developing and implementing emergency response plans for incidents such as natural disasters or accidents.

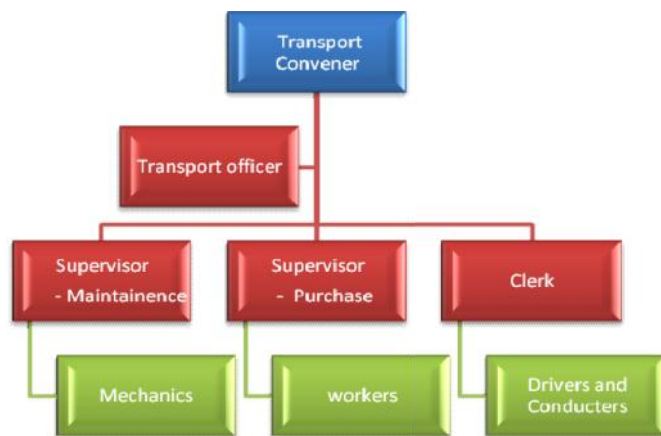
Computers, Software's& UPS (ISSG):

The computers are maintained in the Institution by “Information System Support Group (ISSG)”. This division provides the integrated IT services like smooth running of automation, up-gradation and maintenance of automation package, college website, biometric services, troubleshooting of hardware, networking equipments including internet connectivity, procurement of hardware, software.



Transport

There are forty three buses, two staff van, 4 cars & one Ambulance. The buses are plying covering all the routes for the use of staff and students. The two vans are exclusively utilized for HODs, Senior Professors and Guest speakers. The Emergency Van (Ambulance) is available in the college 24*7 hours for students and faculty at the time of emergency.



The Transport Department in a college is responsible for managing and overseeing transportation services for students, faculty, staff, and visitors. The primary goal is to provide safe, efficient, and reliable transportation options within the campus or between different locations. The specific responsibilities of the Transport Department may vary depending on the size and complexity of the college, but generally include the following:

Shuttle Services:

Operating and coordinating shuttle services for students and staff commuting within the campus or between different campus locations. Establishing and managing routes and schedules to ensure timely transportation.

Vehicle Fleet Management:

Managing a fleet of college-owned vehicles, including buses, vans, and other transport vehicles. Overseeing vehicle maintenance, repairs, and regular inspections to ensure safety and compliance with regulations.

Driver Management:

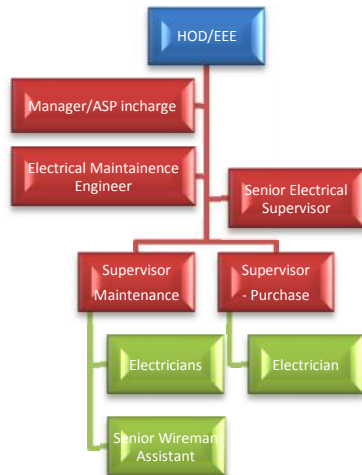
Hiring, training, and managing drivers for college vehicles. Ensuring that drivers comply with safety regulations, have proper licenses, and maintain a professional demeanor.

Transportation Planning:

Collaborating with other departments to understand the transportation needs of students, faculty, and staff. Planning for special events, field trips, or other activities that require transportation services.

Electrical Maintenance:

The electrical maintenance section is headed by the HOD/EEE. A senior professor in the electrical department is supported by an electrical maintenance (Manager) of the campus with the support of Electrical Engineer, Supervisor and Electricians.



The Electrical Maintenance Department in a college is responsible for ensuring the proper functioning, safety, and maintenance of all electrical systems and equipment within the campus. The primary goal is to create a secure and reliable electrical infrastructure to support the academic and administrative activities. The specific responsibilities of the Electrical Maintenance Department may vary depending on the size and complexity of the college, but generally include the following:

Electrical System Maintenance:

Regular inspection, testing, and maintenance of the college's electrical distribution systems. Identifying and addressing issues related to wiring, circuits, breakers, and other components.

Lighting Systems:

Maintaining and upgrading lighting systems, including indoor and outdoor lighting. Replacing or repairing faulty light fixtures and ensuring proper illumination in all areas.

Power Supply:

Ensuring a reliable power supply to all buildings and facilities on the campus. Managing backup power systems such as generators or uninterruptible power supply (UPS) units.

Electrical Equipment:

Inspecting and maintaining electrical equipment, including computers, laboratory instruments, and other devices. Coordinating with other departments to address specific electrical needs related to equipment.

Safety Measures:

Implementing and enforcing safety protocols for electrical systems. Conducting regular safety training for staff and students regarding electrical hazards.

Emergency Response:

Developing and implementing emergency response plans for electrical failures or incidents. Coordinating with other departments and emergency services during electrical emergencies.

Compliance with Codes and Standards:

Ensuring compliance with electrical codes, regulations, and industry standards. Keeping up-to-date with changes in electrical codes and incorporating them into maintenance practices.

Energy Efficiency:

Implementing energy-efficient practices and technologies to reduce the overall energy consumption of electrical systems. Exploring and recommending energy-saving solutions.

Library :

The library is headed by librarian and he is the premises superior for both U.G. and P.G. library. He is supported by the assistant librarian, supporting staff (Senior and junior clerks)

for Journal and Reference sections. In addition to the above staff, junior safety Assistants, and attenders will help the students for searching and lending of the books in the library.



The Library in a college serves as a vital resource center that supports the academic and research needs of students, faculty, and staff. The work nature of the library involves a variety of tasks and responsibilities to facilitate access to information, encourage research, and foster a conducive learning environment. Here are the key aspects of the work nature of a library in a college:

Collection Development:

Acquiring, selecting, and maintaining a diverse and relevant collection of books, journals, periodicals, multimedia, and electronic resources that align with the academic programs offered by the college.

Cataloging and Classification:

Organizing and cataloging library materials using standardized systems such as Dewey Decimal Classification or Library of Congress Classification to facilitate easy retrieval.

Circulation Services:

Administering the borrowing and returning of library materials. Managing loan periods, overdue fines, and renewals.

Reference Services:

Assisting library users in finding information, conducting research, and navigating the library's resources. Providing guidance on effective use of databases, catalogs, and other research tools.

Information Literacy and Instruction:

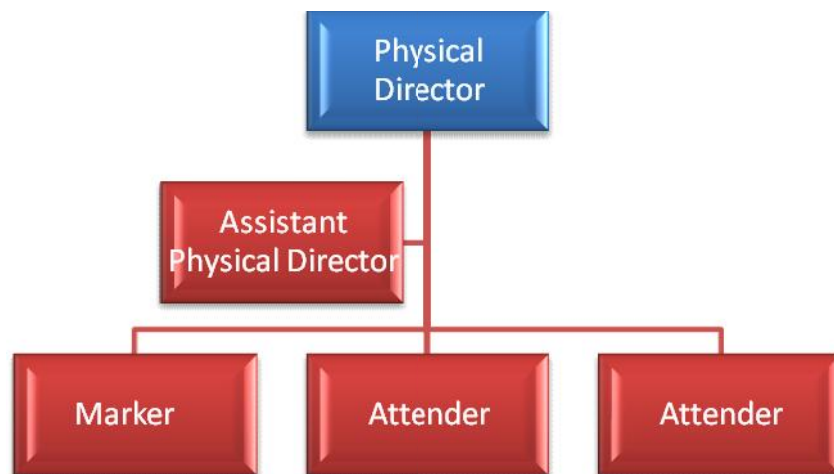
Conducting workshops and training sessions to enhance information literacy skills among students and faculty. Collaborating with academic departments to integrate information literacy into the curriculum.

Electronic Resources Management:

Managing and ensuring access to electronic resources, including databases, e-journals, and e-books. Troubleshooting technical issues related to online resources.

Physical Education:

The physical education department is facilitated by the physical directors to educate the students. The marker of the department makes the play field ready for the students, by marking the ground and providing the play kits.



The term "physical department" is not standard nomenclature for a specific department in a college, and the nature of work can vary depending on the context. However, if you are referring to a department that oversees physical education, sports, or related activities, it may be called the "Department of Physical Education" or a similar title. In that case, the work nature typically includes the following aspects:

Designing and implementing physical education programs that align with the overall educational goals of the institution. Developing curriculum content for various age groups and academic levels.

Sports and Recreation Management:

Organizing and managing sports events, tournaments, and intramural activities. Overseeing recreational programs and facilities for students and staff.

Facility Management:

Maintaining and managing sports facilities, including gyms, playing fields, courts, and fitness centers. Ensuring the safety and functionality of sports equipment.

Physical Fitness Assessment:

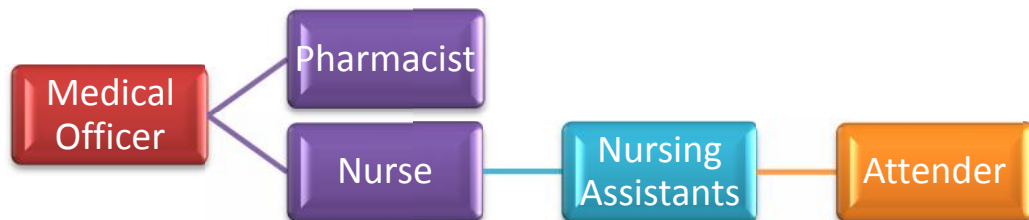
Conducting fitness assessments for students to evaluate their physical health and recommending appropriate exercise programs. Monitoring and promoting healthy lifestyles among the college community.

Coaching and Training:

Providing coaching and training for college sports teams. Developing and implementing training regimens for athletes.

Health Centre:

The health center of the college is governed by the Medical officer. The Doctor is supported by a pharmacist and a nurse. The nurse is assisted by nursing assistants. The health center has three beds and has enough space to cater the needs of the patients and it is utilized by students, staff of K.L.N.C.E. and by the village dwellers around college campus.



The Health Center in a college plays a crucial role in promoting and maintaining the health and well-being of students, faculty, and staff. The work nature of a health center in a college typically involves a range of services aimed at ensuring the physical and mental health of the campus community. Here are key aspects of the work nature of a health center in a college:

Primary Healthcare Services:

Providing basic medical care for common illnesses, injuries, and health concerns. Conducting routine health check-ups and screenings.

Emergency Care:

Offering immediate and emergency medical assistance for accidents, injuries, or sudden illnesses on campus. Collaborating with local healthcare facilities for more serious cases.

Health Education and Promotion:

Conducting health education programs to promote awareness of preventive healthcare measures. Organizing workshops, seminars, and campaigns on topics such as nutrition, mental health,

Immunization and Vaccination Programs:

Administering and promoting routine immunizations and vaccinations. Ensuring compliance with mandatory immunization requirements.

Counseling Services:

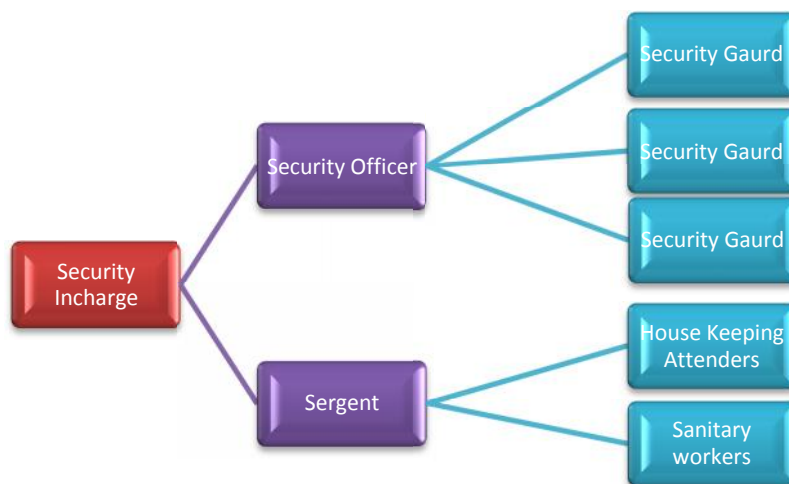
Offering mental health counseling and support services for students dealing with stress, anxiety, depression, and other mental health issues. Providing resources and referrals for more specialized mental health care when needed.

Health Records Management:

Maintaining confidential health records for students and staff. Ensuring compliance with privacy regulations and ethical standards.

Security:

The Security of the college is headed by the senior Teaching staff. He is supported by the Security officer and the sergeant. Security officer assigns the duty to the security guards to control and monitor the college the premises. The sergeant takes care of the cleanliness inside the college with the support of Housekeepers and sanitary workers.



The security department in a college is responsible for ensuring the safety and security of the campus community, including students, faculty, staff, and visitors. The work nature of the security department is multifaceted and involves various tasks to maintain a secure and orderly environment. Here are key aspects of the work nature of security in a college:

Campus Patrol and Surveillance:

Conducting regular patrols of the campus to monitor activities and identify potential security risks. Utilizing surveillance systems, such as cameras and monitoring equipment, to enhance security.

Access Control:

Managing access to campus buildings and facilities through the use of key cards, identification checks, and other security measures. Enforcing access policies to ensure the safety of students and staff.

Emergency Response:

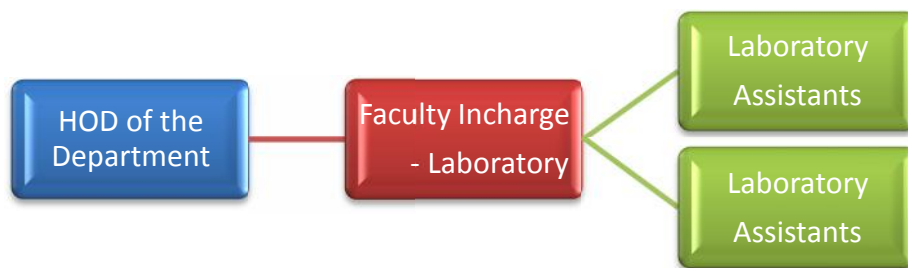
Developing and implementing emergency response plans for situations such as natural disasters, accidents, or security incidents. Coordinating with local law enforcement and emergency services when necessary.

Security Personnel Training:

Providing training for security personnel in areas such as conflict resolution, emergency response procedures, and customer service. Keeping security staff updated on the latest security technologies and best practices.

Laboratory Equipment:

The equipment and machineries in the laboratory/workshop are maintained by the lab In-charge(s)/workshop In-Charge(s) with the advice of HOD through ISSG.



Nodal Centre

The nodal centre of the college is headed by the Principal as a chairman and all the head of the Departments are the convenors. The activities are carried out by the nodal officer Dr.V.Sivaramkumar,ASP,Mech. The main objective of the centre is to implement and monitor the Standard Operating Procedures stated by the government.

