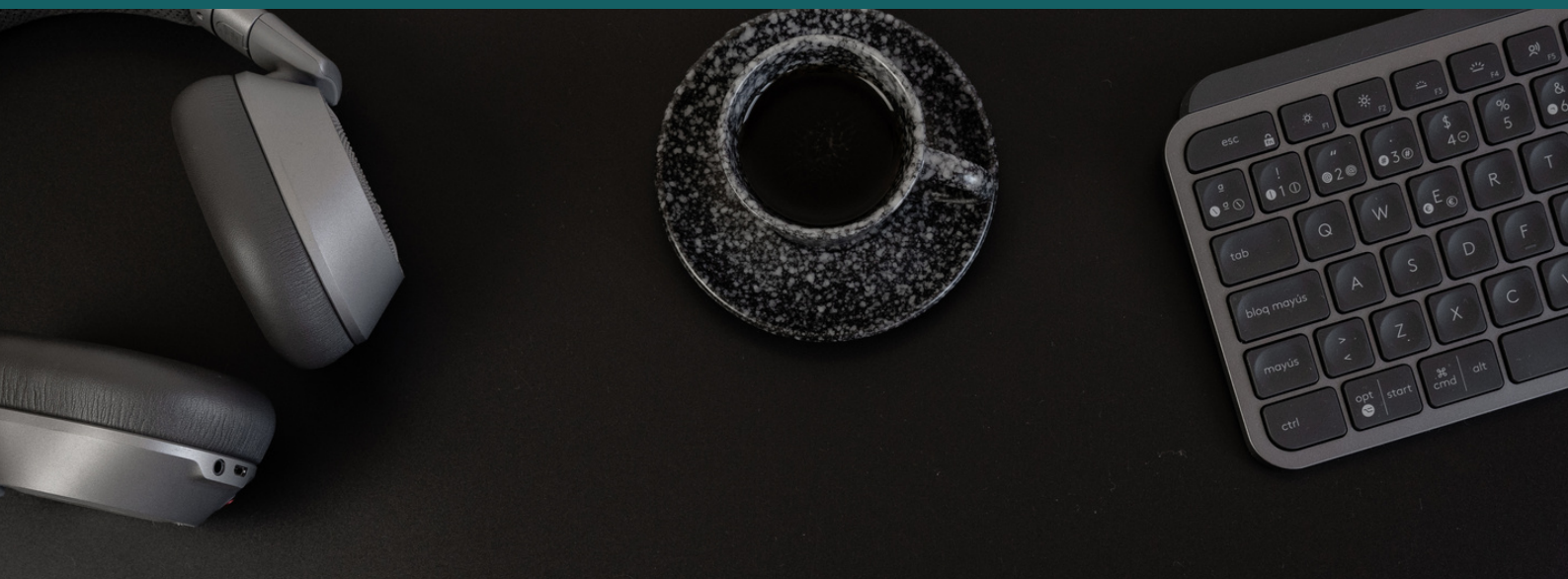




# **INFRASTRUCTURE AND MAINTENANCE POLICY**

**SNM TRAINING COLLEGE**

**MOOTHAKUNNAM**



**SNM Training College has established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers and classrooms. The Institutional Infrastructure and Maintenance policy is stated as follows**

## **GENERAL INFRASTRUCTURE**

- **The new infrastructure requirements raised by different stakeholders are discussed at various levels such as staff council and management council for final sanction.**
- **The request for purchase of sanctioned items is submitted to the college purchase committee for endorsement.**
- **The stock register of the infrastructure facilities is regularly maintained.**
- **Stock verification of inventory is done annually, and suitable additions, renovations, repairing and up gradation are carried out, in accordance with the requirements of the learners.**
- **Utmost care is given for optimum utilization of the physical, academic and support facilities available in the college.**
- **The complaints regarding infrastructural cleanliness and maintenance can be raised through the Grievance Redressal Cell.**

## **GENERAL INFRASTRUCTURE**

- **Posters, banners or boards should not be put up on the campus without permission of the principal.**
- **College infrastructural facilities like Auditorium, Classrooms and Seminar halls are shared with sister institutions and local community without disturbing the academic activities, on prior permission from Principal and Manager of the institution.**
- **Details of the equipment and devices taken outside the college for repair are to be recorded in the register meant for it.**
- **ICT Infrastructure facilities are open to all the staff and students**
- **ICT equipment in the classrooms are monitored regularly by the Non-teaching staff (NTS)**
- **Annual maintenance contract (AMC) is sustained for all technological gadgets like servers, computers and other ICT equipments.**

## **LABORATORIES**

- **Lab equipments are purchased maintained periodically.**
- **Lab equipment are issued to students during internship, on recommendation of the subject teacher and noted in the issue register.**
- **Status of perishable and consumable items of the laboratory is also recorded regularly in the stock register**
- **Stock registers are maintained and verified annually.**
- **Any repair work is done immediately**

## **LIBRARY**

- **Library management software is used for data maintenance.**
- **Anyone entering the library should enter his/her details in the gate register**
- **The rules on utilization, maintenance and augmentation of the library facilities are framed by the Library Advisory Committee**
- **The Library Advisory Committee monitors the developments in the library, and meets regularly to suggest new initiatives and purchases.**
- **Staff and students record their recommendations and suggestions for the availability of books and journals, based on which action is taken**
- **Any requirements on maintenance of library shall be intimated to the Principal by the Librarian**
- **Library systems and software are under continuous maintenance**
- **N-LIST subscription is renewed every year for staff and students.**
- **Stock verification is done at the end of every year.**
- **Research scholars and students from other institutions are permitted to refer library resources upon request.**


## **CLASSROOMS**

- **Classrooms are designed and furnished as per NCTE norms**
- **Classrooms are repaired and maintained according to the needs of the learners.**
- **Every student should handle with care the facilities of the classrooms and shall do everything in his power to preserve the cleanliness of building and furniture.**

## **SPORTS INFRASTRUCTURE**

- **The college has good sports infrastructure.**
- **The sports courts, grounds, and physical fitness centre are maintained and regularly upgraded as per requirements.**
- **These facilities are open to the staff and students.**
- **Common playground are shared with our sister institutions as well. In addition, these facilities host various Intercollegiate and State level matches.**
- **The proper utilization and maintenance of the Sports Infrastructure is ensured by the faculty in charge of Physical Education.**
- **A stock register of the sports items is maintained in the physical education room.**
- **Stock verification is done annually.**
- **Play grounds and sports courts are shared with our sister institutions and others for the conduct of sports events with prior permission from Principal and Manager.**





**The Institutional Infrastructure and Maintenance Policy underscores a commitment to excellence in maintaining and utilizing physical, academic, and support facilities. From general infrastructure to specialized areas such as laboratories, libraries, classrooms, and sports facilities, our comprehensive approach ensures a well-maintained and optimally utilized environment. The policy outlines a systematic process for addressing infrastructure needs, involving stakeholder consultations, purchase committees, and regular stock verification. The policy encapsulates a holistic approach to infrastructure management, ensuring that our educational and recreational spaces are conducive to learning, innovation, and overall well-being.**

**PRINCIPAL**

# SNM Training College

Mooihakunnam



**Affiliated to Mahatma Gandhi University, Kottayam,  
Recognised by the NCTE and Accredited by NAAC  
Phone: 0484-2482084, 2482115, FAX: 0484-2482115  
[www.snmtrainingcollege.org](http://www.snmtrainingcollege.org),  
[snmtrainingcollegemkm@gmail.com](mailto:snmtrainingcollegemkm@gmail.com)**