

## **POLICIES**

### **Policies for maintaining and utilizing physical, academic and support facilities**

Being a government institution, the utilization, management and maintenance of physical, academic and support facilities are regulated by the rules stipulated by the State Government.

The academic and support systems pertaining to the students are regulated according to the rules and regulations of the University of Calicut to which the institution is affiliated.

### **Augmentation, maintenance and utilization of Infrastructure**

The infrastructural facilities and other support systems of the institution are implemented through the Public Works Department, Nirmithi Kendra, Kerala Water Authority and Kerala State Electricity Board, all coming under the State Government and also through RUSA. In addition, minor maintenance works and student amenities are provided by the funds generated by the College Development Council managed by the District Collector along with repair and maintenance done by Parent Teacher Association. Minor level assistance is also being provided by the college alumni and alumni of different departments. All steps are taken to ensure that the physical, academic and support facilities are fully utilized for the benefit of students.

## **Purchase and maintenance**

The proposals for purchase of laboratory and library requirements submit to DCE for approval annually. A purchase committee is formed in the college including members from the Faculty and from the College Office to take steps for actual purchase of laboratory items, chemical etc.

The committee ensures that the funds received are utilized strictly under purchase rules and allocated for academic and infrastructure development. The purchase will be done through tender/e-tender/quotation process as per Kerala purchase manual. Purchase is also affected through GEM. The recurring expenditure of water charges, electricity bill and payments for communication facilities and internet are managed from non-plan funds released by the government.

The purchase of library books is done through the Library advisory committee. Requirement lists for books and journals are collected from each Department and action taken based on their suggestions. General books designed for competitive exams like Civil Services are also procured.

In addition to these, the INFLIBNET facility is also provided for use of faculty, students and research scholars.

Sports facilities like courts, ground maintenance and equipment are also upgraded according to suggestion received from the Department of Physical Education. Institutional overhead funds from the research projects are utilized for maintenance of departmental amenities of respective departments where the projects are implemented.

### **Utilization of Physical facilities**

The physical infrastructures of laboratories, libraries and centralized computer facilities are utilized by post graduate and undergraduate students along with research scholars. ICT enabled classrooms and smart classrooms are used for specific purposes by the Departments. The Seminar Hall, MG Hall and Auditorium are all utilized for various activities like conduct of seminars by Departments and clubs and for cultural activities

### **Utilization of academic facilities**

Admission to various Programmes in the institution is done through the centralized admission process of the University of Calicut. Post the Pandemic era, facilities have been established for e-payment for various purposes like admission fees, examination fees and the like. The college Office utilizes the Digital Document Filing System which provides much flexibility and time saving with respect to administrative procedures.

The enrolment of the students into the campus are mediated through Centralized Admission Portal connected to University of Calicut. The admission procedure inside the campus is also

digitized with a centralized e-token system and online fee payment. The Examination procedures are also automated with online registration and the results are also published online at the end of each semester. The Centralized Attendance Management System (CAMS) for the teachers and the non-teaching staff have been implemented through biometric punching. The Office administration is managed by Direct Digital File Management System which reduces much of the time in file movement. The College has a general time table and the regular classes are conducted in accordance with it. The Semester examinations are conducted in accordance with the Academic calendar provided by the University of Calicut.

#### **Utilization of support facilities**

**College Hostels:** Hostel facilities are provided for both girls and boys and for research scholars.

The students from marginalized sectors and socio-economically backward categories are provided with free food and accommodation with support from the government.

**Ladies amenity centre:** A ladies amenity centre is provided for exclusive use by girl students.

**Co-operative Society:** The college offers a co-operative society with subsidized student requirements and is managed by the co-operative society act of Govt. of Kerala.

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