

**NIRMALA ARTS & SCIENCE COLLEGE**  
**MULANTHURUTHY**  
**(Affiliated to Mahatma Gandhi University, Kottayam)**  
**POLICY FOR DEVELOPING, MAINTAINING AND**  
**UTILIZING INFRASTRUCTURE & SUPPORT FACILITIES**

- 1. Introduction:** The college has variety of infrastructural and support facilities for the purpose of academic and welfare activities of the students, staff and other stakeholders of the college. The college framed this policy in January 2022 for the purchase, build, utilize and maintain various infrastructural and support facilities as detailed below.
- 2. Purpose of the Policy:**
  - 2.1. To categorise infrastructure and other facilities used for the curricular, extracurricular, cocurricular and administration activities of the college.
  - 2.2. To frame the guidelines for the purchase/addition of infrastructure and other facilities for the curricular, extracurricular, cocurricular and administration activities of the college and optimize the use of the same.
  - 2.3. To set the mechanism for the repair and maintenance of the infrastructure and other facilities in the college.
- 3. Categorisation of Infrastructure and Facilities of the College:** The college has variety of infrastructure which can be categorised as follows:
  - 3.1. Teaching-Learning Infrastructure:**
    - 3.1.1. Classrooms with Green Boards and LCD projectors/smart TV** There are two academic block buildings in the college campus. While the Main Building (old block) consists of 14 class-rooms, the new block has 08 class rooms. All the class rooms are having adequate number of student friendly furniture. All of the class rooms are having green boards. In 16 classes overhead Wi-Fi enabled LCD projectors capable of using Wi-Fi or VGA cables and in 2 class rooms LCD TV capable of connecting USB Pen Drive are provided. All class rooms are having wooden podium for the use of teachers. Rooms of different sizes are allotted in accordance with the sanctioned student strength for respective classes. While initiating new programmes or activities in the College, the management, as per the recommendation of the staff council, shall take appropriate decision on expanding or remodelling the existing space of the class rooms.
    - 3.1.2. Library:** NASC Library which earlier housed in the main(old) academic block, was shifted to ground floor of new block in 2022. This Wi-Fi enabled library has a seating capacity for about 100 readers divided into two sections namely UG and PG. The NASC library provides the best learning environment to its users. The NASC library

is presently having a collection of around ten **thousand volumes** on different subjects and publications especially in the fields of commerce, management, psychology, computer science, English and Malayalam literature. This well-stocked Library is partially automated and provides user services through computer. The library subscribes to 9 journals of national repute 6 prominent dailies. Magazines are also subscribed to the library. The NASC Library is a member of N- List project which can enable the students and faculty to access e resources. For the proper use of the library the college has made a set of code of conduct for its readers and the same is exhibited inside the library and in the official website of the college. The NASC Library also houses a Network Resource Centre for Students. The library is staffed with a librarian having master degree in Library science who is in overall charge of the library. There is also a library advisory committee. The librarian has to keep the stock register, issue register, and the visitors register. Library has a collection of (two) mobile handsets which can be borrowed by the neediest students to attend the online classes of the college.

- 3.1.3. Computer Lab:** The College has two Computer Labs which are located on the third floor of the main block (Old block). All the computers in the labs are provided with the updated software and hardware. Internet with 100 mbps data transfer rate is available for the lab. Further, each lab is equipped with uninterrupted power backup. While one lab with - 32 computers is set for conducting the practical classes of BCA, another one having of 40 computers is used for carrying out the practical classes of information technology and computer-based courses of other programmes. In addition, the labs are also available for the students for accessing internet, practice and for preparation of their projects. Further the labs are also used to conduct the competitive examinations for recruiting staff in banking and governmental organisations. HoD of computer applications shall be in overall charge of both the computer labs. There shall be a fulltime computer lab assistant / technician who is capable of offering the technical assistances including minor software and hardware maintenance of computers
- 3.1.4. Network Resource Centre and Language Lab:** In addition to the computer labs, the College has a separate Net Work Resource Centre with 5 computers in the College library block to enable students to access desired information for their academic pursuits through internet. Librarian shall be in overall charge of the Net Work Resource Centre
- 3.1.5. Examination Hall:** In order to conduct internal and semester end external examinations for regular, supplementary and SDE students the college has a

separate examination hall having adequate furniture and fittings and also with the security of CCTV.

3.1.6. **E-Content Development Centre:** This centre aims to encourage teachers in the college in developing e-content and multimedia production to provide educational contents to students in electronic format. This centre has a coordinator and is equipped with infrastructural facilities namely (a) Purpose built Digital Audio-Video Recording Studio (b) Production Studio (c) Digital Cameras for recordings, (d) Editing Software (e). 150 Mbps internet connectivity.

3.2. **Administrative Infrastructure:** In order to administer the affairs of the college in a decentralised and professional manner the college has a team consisting of Manager, Principal, Dean (administration and academic) and Vice Principal. While the well-furnished and neatly maintained Chambers of Principal, Vice principal and Dean are located in the old block, nearby Administrative Office, the Manager's chamber is situated in the new block. The administrative office is staffed with superintendent, accountant, office clerk and sub-staff. The college administrative office is adequately furnished and equipped with computers, printer, photostat cum scanner, and a comprehensive Enterprise Resource Plan software.

3.3. **Academic Support Infrastructure:**

3.3.1. **Staff Room:** Departments having at least a degree programme have their own separate Staff Room for faculty members. While the departments of commerce, English, and Computer applications have their staff room in the old block, the departments of Management and Psychology have their own staff room in the new block. Faculty members of mathematics, Malayalam and Hindi are also provided with adequate infrastructural facilities in commerce and psychology department respectively.

3.3.2. **Internal Quality Assurance Centre (IQAC) Office:**

The Office for coordinating the activities of IQAC, including NAAC accreditation, AISHE is located on the Ground Floor of the Main Building, near to the auditorium. The room is having adequate furniture, computer with internet, and printer. The IQAC convener coordinate the activities of the office.

3.3.3. **Placement Cell Room:** The Placement Cell Room is located in new block of the college. The room is having computer facility with Wi-Fi.

3.4. **Conference and Cultural Infrastructure:**

3.4.1. **College Auditorium:** The NASC auditorium has a seating capacity of about 500 hundred people. Extensively used for extra-curricular events and for hosting functions of the college such as the annual day, it is

equipped with a large stage, a podium, light and sound system, roof panelling, one green room with washroom.

3.4.2. **Seminar Hall:** The College has an seminar hall, with a seating capacity of about hundred people. It is equipped with audio-visual systems. It also features a projector screen, white board and a podium. The Seminar Hall is used for hosting important co-curricular and extra-curricular events such as guest lectures, group discussion, seminars and symposia amongst others.

3.4.3. **Conference Room:** The Conference Room with a seating capacity of about 50 people is an important chamber for the conduct of meetings of various committees of the College. Located on the first Floor of the new Block this room is equipped with audio-visual system.

### **3.5. Sports and Health Infrastructure:**

#### **3.5.1. Ground and Sports Goods:**

The college has a mini playground near to auditorium. The College has been participating in sports and games events of the university. Every year the College holds inter-class matches and sports Day. For proper training and grooming of players the College provides coaching facilities to the players for different sports and games. The College has teams for Cricket, Football, and badminton. The sports and games kit for football, cricket, badminton, and chess are provided to the students.

#### **3.5.2. Fitness and Yoga Centre**

The College has a fitness centre which is located in the new block. Fitness centre possesses equipment for free weight exercises, bodyweight exercises, gym ball exercises, and stretching exercises. The college has also set up a centre for holding classes for yoga.

#### **3.5.3. Counselling Room**

The College has a Counselling centre which is located in the new block. Part time psychologist who visits the campus twice a week provides the Counselling to those students who need supports to cope with a myriad of personal and psychological problems.

### **3.6. Student support Infrastructure:**

3.6.1. **Canteen:** The College operates a canteen having a seating capacity of twenty-five people. The College Canteen serves selected dishes at moderate prices.

3.6.2. **Parking Lot:** The College has a separate parking lot in the campus for students and staff and visitors.

3.6.3. **Student's Stationery, Book and Photocopy Centre:** The College has book, stationery and photocopier centre. The centre provides books, reference materials, stationery products and facility for photocopy to its students and staff. The outlet opens on all working days during college hours.

- 3.6.4. **Clean and Hygienic Toilets:** The college provides clean and hygienic separate toilets for girls of boys. The staff room of each department and administrative office are having attached toilets for the use of the respective staff. Toilets for the use of differentially abled persons are provided in both old new blocks.
- 3.6.5. **Water Cooler Cum Dispenser:** Water cooler cum purifier is installed in each floor of both blocks. The regular repair and maintenance of the coolers is carried out by availing the service of professional technician.
- 3.6.6. **Ladies' waiting room:** A separate Waiting room is provided in the ground floor of old block for the support of girl students. The spacious room is divided maintained with table, chair.
- 3.6.7. **Ladies' Rest room:** Adjacent to the waiting room a rest cum sick room is provided to girl students. The room has furniture and accessories consisting of coat, bed, table, chair, first aid medicines, hot water bag etc.
- 3.6.8. **College Bus:** The college provides conveyance facility to students and teachers at a concessional rate. The differentially abled students can avail this facility without fare.
- 3.6.9. **Generator:** The college has installed a diesel generator (30 KVA) to supply electrical power to conduct essential activities or operations of the college at the time of failure of electricity supplied by the electricity board. Regular maintenance as per the guidelines of the manufacturer is ensured to keep the generator in good condition.
- 3.6.10. **UPS:** The college has installed one online UPS of 10 KV and an offline UPS of 3 KV.
- 3.7. **Green Infrastructure:**
- 3.7.1. **Flora:** The college is situated in lush green 5-acre campus with trees,, shrubs, herbs etc along with extensive area of grass cover. The planted areas in the campus cover nutritional plants, medicinal plants, cosmetic plants, birth star plants, aquatic plants and ornamental plants. The landscape of trees, gardens and lawns provide the students and staff with clean and cool air and a soothing campus experience.
- 3.7.2. **Aquaponics:** The college has a small aquaponics unit. This simple, and sustainable system integrates cultivation of fish and plants where the wastes and metabolites produced by cultured fish are removed by nitrification and taken up by the plants.
- 3.7.3. **Solid waste Management (SWM) System.**  
Plastic wastes like containers, bottles, wrappers, carry bags, etc are collected, accumulated daily and these articles are handed over to 'Haritha Karma sena' of Mulanthuruthy panchayath periodically. Used papers are collected, accumulated and sold for recycling or reuse. Adequate number of waste bin is fixed in different parts of the campus for dropping litter. ED club of the college proposes to make paper bag

by reusing old newspapers. Department of computer application collects and reuses, various e-waste materials of the campus to make e-art handicrafts. The college has also fixed an **incinerator** in the campus for burning wastes. The College housekeeping staff collect wet waste, especially food wastes each day from the Canteen and wash areas and taken to **composter**. Environment Conservation Cell and NSS units conduct campus cleaning drives frequently.

- 3.7.4. **Solar Power System:** The college generates some electricity from renewable energy source by installing roof top solar panel in the campus with a capacity of 3 KW of power every day.
  - 3.7.5. **LED lights:** Apart from using the solar energy, the college manufactures and uses LED lights as a part of its green power initiatives. Through the practice of using renewable source of energy and LED lights, the college provides awareness to the students on the importance of going green and energy conservation.
  - 3.7.6. **Bicycle:** The college proposes to introduce a scheme of promoting bicycle riding habit among the students. As a part of this scheme each year one most deserving student who has inclination to come to the campus daily on bicycle is provided with a bicycle on zero rental basis. The students who use bicycle as his/her daily mode of travel to campus in an academic year is honoured with cash award.
  - 3.7.7. **Water Supply Source:** The college has purchased a plot of land having a pond adjacent to the campus. This pond has an adequate capacity to meet the total water requirement of the campus.
  - 3.7.8. **Rain harvesting system:** The college adopts multiple methods of rain water harvesting namely surface run-off harvesting and roof-top harvesting. (a). **Surface runoff harvesting:** The college has dug a trench having 7 ft depth and 7 ft width along the north east boundary of the campus to collect/ channelize the surface run-off rainwater in the surrounding areas. (b). **Rooftop Rainwater harvesting:** Rainwater at the main block building from the rooftop is directed towards 3 chambers having a capacity of 1000 litre each .
- 3.8. **Safety and Security Infrastructure:**
- 3.8.1. **CCTV Security Camera:** In order to provide a safe space for all people on campus and train them on the best practices to keep themselves and their possessions, the college has installed CCTV security cameras in all important areas in the campus such as library, examination halls, front gate, walkways, isolated corners and many classrooms.
  - 3.8.2. **Cabin for Security Personnel:** The college appointed a full-time security staff who is provided with a cabin at the front gate.
  - 3.8.3. Vehicle Parking facility (See 3.6.2)

### **3.9. IT Infrastructure:**

3.9.1. **Wi-Fi Network:** The College campus is fully Wi-Fi enabled which can be accessed by students and staff members in the academic blocks, corridors and open areas. Users are provided login ID and password for using Wi-Fi facility through laptops.

3.9.2. **IT enabled Class room (See 3.1.1)**

3.9.3. **Computer Labs. (See 3.1.4)**

3.9.4. **Network Resource Centre. (See 3.1.5)**

3.9.5. **Cloud Based ERP & Other Software Programs:** The administration and academic activities of the college is supported by a comprehensive cloud-based ERP. The college library is partially automated with Koha software. Plagiarism checking software, Antivirus software, Fire wall are also provided to network security.

### **3.10. Infrastructure for Differently Abled**

3.10.1. **Ramp & Railings:** New block has separate approach through a ramp to ground and, first and second floor.

3.10.2. **Wheelchair:** The college has wheelchair in both old and new block buildings

3.10.3. **Conveyance (free):** The college provides conveyance facility to differentially abled students and teachers without fare.

3.10.4. **Lift:** New block has provision for providing lift facility.

3.10.5. **Special washroom (toilets):** The special toilets are provided in the at the ground floor of both old and new block buildings with suitable arrangements of vertical/horizontal handrails.

### **3.11. Co-curricular and extra-curricular Infrastructure:**

3.11.1. **Innovation & Entrepreneurship Development Centre:** This centre is an approved platform of Startup Mission of Kerala Government to provide opportunities to students to experiment and innovate. IEDCs works for the developing entrepreneurship of students. The centre functions in a spacious room in new block with internet connectivity.

3.11.2. **Entrepreneurship Development Club:** The ED club, affiliated to District Industry Centre aims to inculcate Entrepreneurial Culture amongst students and equip them with the skills, techniques and confidence to act as torch-bearers of entrepreneurship. The club engage in manufacturing of bath soap, Christmas Star, note book and also honey through bee keeping. The college provides all the infrastructural supports such as room, implements etc to the club.

3.11.3. **National Service Scheme:** The college has two units of National service scheme. The NSS office and store room is located in old block and the college provides necessary implements (hoe, pick axe, gardening knives, iron mortar pan etc) for the functioning of the scheme.

#### **4. Purchase / addition of infrastructure:**

The college has to follow a transparent and fair step towards purchases / additions of its infrastructure.

- 4.1. **Purchase of Furniture, Equipment and Books, software etc.:** The college has a duly constituted purchase committee with manager as convenor and heads of all departments as the members. The head of the department/ section /office which is in need of additional furniture, equipment, books, software etc has to submit the purchase requisition to the principal which shall be forwarded to the convener of the purchase committee. In this regard, the interested students can also make written and oral requests to the concerned department head which shall be duly considered while preparing the purchase requisition. Purchase committee shall recommend the concerned purchase to the manager after collecting and analysing the rates and specifications of the item/items from various suppliers (online and offline). The manager shall purchase the item/items recommend by the purchase committee.
- 4.2. **Building Projects:** The staff council based on the written and oral suggestions from academic monitoring committee , PTA, students, departments and sections, if any has to analyse the need of expansion and modification of existing buildings and construction of new buildings time to time for meeting the academic and non-academic requirements of the college. The proposals based on the requirements evaluated by the council have to be submitted to Managing Committee which will take final decision in this regard.
5. **Maintenance Committee:** The college has a committee called Nirmala Infrastructure Maintenance (NIM) Committee. This committee shall review periodically the performance of equipment and other facilities available in the college and shall recommend the maintenance, and upgradation if any in this regard.
  - 5.1. **Furniture, Fittings, Equipment Repairs:** The head of the department/ section /office which considers the need of repair and maintenance work in respect of furniture fittings, equipment has to make a written submission to the convener of the maintenance committee. As per the recommendation of the convener of NIM committee, a technician is deputed by the principal for accomplishing the maintenance /repair work. If there is an AMC, the maintenance /repair work shall only be done through the respective agency. The principal/manager shall sanction the payment of the work on the basis of the work completion certificate of the head of the department/section.
  - 5.2. **Minor Repairs of Computers:** The college has a computer lab assistant / Technician to provide regular support services relating to computer hardware and software and to ensure the allotment of Wi-Fi passwords to students and faculty members.



- 5.3. **Routine House Keeping:** House Keeping of class rooms, staffrooms, offices, Laboratories, Library, Toilets, Auditorium, Seminar halls, Corridors, Common areas etc is carried out daily by the full-time sweepers of the college.
- 5.4. **Overall cleanliness, water supply, electricity etc:** The college has appointed a full-time watch man cum caretaker to ensure the overall cleanliness, water supply, electricity, venue preparation, front gate security, internal vehicle movement condition and also to update the principal of the institution about the current/ daily state of affairs. The college has its own part time plumber cum electrician, Gardner.
6. **Stock Register and Physical Stock Verification:** The college shall maintain a master stock register of all furniture and equipment in the administrative office. The librarian has to maintain the stock register of books and journals. Each department shall keep its own asset register. The college has to conduct an annual physical stock verification of books, furniture and equipment at the end of every academic year with the involvement of faculty members.
7. **Rational and Optimal use of the Time and Space:** The college council shall evaluate all the possibilities of rational and optimal use of the time and space available. By considering the proposals of academic monitoring committee, the college council allots adequate number of rooms of proper sizes for various departments in accordance with the strength of students in each class. Academic monitoring committee make periodical recommendations to the council regarding requirements of additional room space by constructing new buildings or remodelling or re-using the existing space. The committee also make suggestions for the most efficient use of the time for academic purposes with a due consideration for co-curricular and extra-curricular activities.