

INFRASTRUCTURAL POLICY



N S S College, Rajakumari

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Introduction

N S S College, Rajakumari was established in the year 1995 under the efficient management of The Nair Service Society, Changanassery, one of the largest educational agencies in Kerala state. The college is Government aided college and is affiliated to Mahatma Gandhi University, Kottayam. The college is located in the high ranges of Rajakumari village of Udumbanchola Taluk, Idukki district. The campus spreads around 19.

To ensure the continued excellence and functionality of our facilities, the college has instituted a comprehensive policy for infrastructure development and maintenance. This policy is designed to uphold our commitment to providing state-of-the-art facilities that support academic, co-curricular, extracurricular, and administrative needs.

Objectives of the Policy

1. To provide cutting-edge facilities that meets the diverse needs of the college community.
2. To ensure that all stakeholders benefit from the efficient use of infrastructure.
3. To plan and manage the use of various facilities, including lecture halls, seminar halls, gymnasiums, stadiums, libraries, auditoriums and laboratories.
4. To maintain facilities in excellent condition, ensuring a clean, orderly campus and long-lasting infrastructure.
5. To efficiently utilize infrastructure and allow access to government/non-government agencies upon request to conduct various camps and general election related activities, without disrupting academic activities.

Scope of the Policy

The policy emphasizes the importance of maintaining existing infrastructure to avoid costly replacements and ensure the institution's ongoing development.

Policy on Infrastructure Development
1. Assessment and Approval: New infrastructure requirements will be evaluated at various levels, including the Purchase Committee, College Council, and College Management. The Principal, in consultation with the College Management, will provide final approval.

2. **Financial Resources:** Efforts will be made to secure funding from government and management sources. In special cases, financial support from the Parent-Teacher Association (PTA) may be utilized.
3. **Compliance with Norms:** Infrastructure projects will adhere to norms and procedures for procurement and construction as per the existing central and state government.

Policy on Maintenance of Infrastructure

General Infrastructure

- Department heads are responsible for regularly inspecting academic facilities to identify necessary repairs and maintenance.
- Employees and students should report maintenance concerns through established channels.
- Cleaning staff employed by the PTA will maintain the campus's cleanliness.

ICT Infrastructure

- IT facilities are accessible to all staff and students. An ICT Cell will oversee their usage.
- An ICT Maintenance Register will be maintained. Department Heads must alert the Technical Assistant about required repairs and ensure timely completion.
- The Technical Assistant will manage Internet and Wi-Fi infrastructure, review complaint and stock registers regularly.

Laboratory Facilities

- Lab assistants are responsible for laboratory upkeep. The Head of the Department must notify the office of maintenance needs.

Sports Facilities

- The Head of the Department of Physical Education will oversee the proper use and maintenance of sports infrastructure.
- A stock register of sports equipment will be maintained, with annual stock verification conducted.

Library Facilities

- The librarian is responsible for the upkeep of library facilities.
- New volumes must be checked by the librarian before being added to the stock register.
- The librarian must notify the Principal in writing about the need for infrastructure expansion or repairs.
- A library committee will provide suggestions for book procurement and library activities.

By adhering to this policy, NSS College, Rajakumari aims to ensure that our infrastructure supports the academic and administrative excellence we strive for, fostering an environment where education and growth can flourish.