

POLICY FOR MAINTAINANCE AND UTILIZATION OF PHYSICAL, ACADEMIC AND SUPPORT FACILITIES



1

Maintenance
of Physical
Facilities

2

ICT
Infrastructure

3

Staff involved
in
maintenance
work



PROVIDENCE WOMEN'S COLLEGE,
KOZHIKODE 673009, KERALA

www.providencecollegecalicut.ac.in

The college concedes top priority is maintaining and developing infrastructure compatible with academic pursuits. The management has always been keen on maintaining an eco-friendly campus, meticulously kept clean and plastic-free.

- There are spacious, well-ventilated classrooms and laboratories, equipped with adequate furniture.
- A well-stocked library further facilitates.
- The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.
- In the absence of sufficient numbers of permanent staff, the management employs contract staff to maintain the infrastructure facilities in the college, and for the smooth functioning of the library
- The routine maintenance of the college garden is maintained by the gardener.
- In the absence of government funds for infrastructure development, the college enlists the support of the stakeholders to improve the existing facilities.
- The services of electricians, mechanics, plumbers, and gardeners are available in the college to ensure proper maintenance of the premises, instruments, and equipment of the college.
- The college provides a venue for conducting examinations such as recruitment drives of banks, UPSC and PSC examinations, job fairs, etc.
- The college is pleased to share its infrastructure facility for the betterment of the society

MAINTENANCE OF PHYSICAL FACILITIES

CLASSROOM:

Classrooms with furniture, teaching aids, are maintained by the respective department staff and attendees and supervised by the respective Head of the Department. The cleaning services during the working days in the campus are done by the supporting staff under the supervision of House Keeping Supervisor Smt. Nirmala. These facilities are arranged by the college management on a daily basis

LABORATORIES:

Record of maintenance account is maintained by lab technicians, Lab in charge, and faculty member concerned and it is supervised by HODs of the concerned departments. Calibration of equipment and instruments is done once every six months, with the help of technicians from the firms concerned, and the retired lab staff. Sensitive instruments are handled with care and safely placed in dust-free, waterproof areas. Improved safety measures are appropriated in the chemical laboratories. Electrically sensitive equipment is provided with necessary backup to ensure steady functioning and to safeguard against voltage fluctuations. Concentrated acids and hazardous chemicals are safely kept in lockers. All of them are rigged with fire extinguishers and other constitutional fire fighting machinery.

SPORTS:

Sports facilities of the institute are maintained by the physical education department. The college ensures safety at the playground by instituting a balanced approach in good equipment, good practice, and good management in the sports ground. The Maintenance and inspection of sports items are perpetuated appropriately. Every year physical verification of the available consumable & non-consumable materials is done.

LIBRARY:

The library is periodically updated and fresh stock is added subject to the annual financial allocation. Suggestions from faculty and students are reviewed by the Library Advisory Committee in the matter of choosing books/journals. Use of current titles/important journals/reading material is ensured by the prominent display of new arrivals. Open access to the books/materials for staff & students. Maintenance of a user registers to record and analyze user data, both print and online. Display of new publication by reputed book publishers and distribution. Access to E-Journals and E-Books are made available through Inlib subscription and annual renewals. Up gradation of library automation as an Automated Library System with Library Management Software (LMS).. The library is open on all working days and Saturdays, except second Saturdays and public holidays. Open access facility is provided to help the readers in browsing the stock and selecting the books. Maximum assistance is offered to differently abled students. Visually challenged students are permitted to be escorted by helpers to access books, and the library staff offer personal care. A section of audio books is provided for the use of the visually challenged. Special software is also installed for their use.

ICT ENABLED TEACHING:

- The teaching-learning process is made learner-centric with the integration of IT facilities.
- Students are engaged in independent learning with the use of Internet resources and encouraged to submit online assignments and make presentations at seminars.
- Each department has provisions for ICT-enabled teaching and learning.
- As facilitators, the teachers update themselves with the latest in Information Technology and make use of online teaching resources and lecture videos to make the learning process more effective.
- Faculty members facilitate the enrollment of students to online subject-related certificate courses offered by National / International educational agencies.
- Google Classroom and Moodle are two LMS opted by the college for online teaching .

IT INFRASTRUCTURE:

- The college has maintained its IT infrastructure and facilities in keeping with the current needs and trends.
- The computer lab and the multimedia lab is open for access by teachers and students
- Laptops and desktops are provided in all departments and can be used by teachers and students on and off the campus.
- All the UG and PG departments are provided with Smartboard /LCD/WiFi/LAN facilities.
- The members of the faculty and students are encouraged to make use of the available ICT resources in their teaching-learning activities.
- Workshops and Orientation classes are also arranged to introduce faculty to the use of new software and applications.
- A full-time system administrator is in charge of maintaining computers, CCTV, and the sound system coordinating with the on-call service providers.

DETAILS OF THE STAFF INVOLVED IN MAINTENANCE WORK

MAIN CONTRACTOR FOR MAINTENANCE WORK

- Mr.Jithesh.P, (9846968822), Pilassery House, Kannadikkal, Vengari PO

SUPPORTING WORKERS

- Electrician : Mr.Anil Kumar P M(9446733821), Electrical Contractor, Minikripa, P.O Vengeri
- Industrial work : Mr.Shalu A K, A K Industrial, Kakkodi P O, Makkada
- Plumber : Mr. Faizal (9895201429), Vengeri P O, Kozhikode
- Carpenter : Mr.Sajin. P C (9656164995), Vellakadankandi House, Muchukunnu P O, Koyilandy
- Pest control : Anwar N K (9526810099) A to Z, Pest control & Facilities management, 18/920D, Lakshmi Tower Tali, Chalapuram, Calicut,

HOUSE KEEPING SERVICES

- Supervisor : Smt. Nirmala (9745070729)
- Ground Cleaning worker: Aarumughan (9585666254), Eyyanur post Kallakawdkikuri T.K, VPM

SECURITY

- Mr. Sivadasan (9072141858), Kannadikkal, Kozhikode
- Mr. Madhusoodanan (9747030580), Vengeri P.O, Kozhikode

IT INFRASTRUCTURE MAINTENANCE

- Technician : Mr.Tony Sebastian (9495721757), Lab Assistant(IT), Providence Women's College

TECHNICAL ASSISTANCE :

- Ms.Najiya, Fix Squad (9746889346), A6 Sales Tax Road , near SBI, Ashokpuram Jawahar Nagar,Kozhikode
- Mr.Saji kumar (9447392678) Scales Technologies, Kozhikode

MAINTENANCE OF CCTV

- Akhilesh (9995411916), Adonai Technologies, 17/1463, B5, Ist floor, Al Ameen Building, Behind Hotel Malabar Gate, Ram Mohan Road Calicut 673 004,

E-WASTE MANAGEMENT :

- Sunil A (8848079842), Visual Technologies, 5/1641 , Nr.S V colony School PO, Eranhipalam Kozhikode