



SREE NARAYANA TRAINING COLLEGE  
NEDUNGANDA

# **PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL /ACADEMIC RESOURCES**



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# **PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL /ACADEMIC RESOURCES**

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Sree Narayana Training College, Nedunganda is a well-established Teacher Education Institution contributing to the Society and Nation. The institution has established transparent and robust procedures for the utilization and maintenance of all physical, academic and support facilities and is well communicated among all the concerned stakeholders. Even though, the college has an efficient management representative to support and monitor its functioning, the management decentralizes all academic and administrative matters by constituting various committees consisting teachers and student representatives with specific objectives to achieve the vision of the college.

For maintaining and utilizing Physical /Academic Resources we have a well prepared plan. There is a Committee to monitor the same. The Committee is headed by the Principal and the members including teaching and non-teaching are assigned charges to monitor the day to day activities.

### The Detailed Procedures And Related Policies For Maintaining & Utilizing Physical /Academic Resources

#### **Infrastructure Augmentation**

Request for common infrastructure augmentation should be forwarded by the college council to the management. The work will be undertaken depending upon priority and budget.

#### Maintenance

1. Annual maintenance of all infrastructure facilities will be held during the months of April and May.
2. Regular cleaning and maintenance of class rooms, laboratories and other infrastructure facilities are done as per the schedule.

3. Any maintenance required should be informed to the maintenance committee through the complaint register maintained by the respective departments.
4. All rooms including class rooms, laboratories and office should be locked at the end of the day.
5. Teachers in charge of class rooms and laboratories should ensure that no damage is made to furniture and other equipments.
6. Care should be taken while handling electronic equipments inside the class rooms, laboratories and laboratories.
7. Students should be sensitized regarding energy conservation by switching off devices when not in use, minimal use of water and by promoting effective use of waste management procedures.

### Library Use

1. The requirement and list of books is taken from the concerned subject teachers and duly approved and signed by the Principal for the purchase.
2. Every year in the beginning of session, students are motivated to register themselves in library to use INFLIBNET.
3. The proper account of visitors (students and staff) on daily basis is maintained.
4. Suggestion box is installed inside the reading room to take users feedback.
5. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
6. Library facilities are extended to research scholars from other institutions with prior sanction from the Principal.

### Laboratory

1. Laboratory use should be under the supervision of faculty.
2. Laboratory rules and regulations are displayed at appropriate places.

3. Stock registers should be updated regularly. Stock verification and inspection has to be carried out at the end of each Academic Year.
4. Practical sessions are held according to the time schedule.
5. Maintenance of equipments are to be done regularly.
6. Facilities of Psychology lab is extended for research scholars from other institutions with prior sanction from Principal and faculty in charge.

### Computer Lab

1. Students are required to sign on the register at the time of entry and exit from the Computer Lab.
2. Footwear inside the laboratory is strictly prohibited.
3. Students shall not carry any storage devices such as CDs and pen-drives without prior permission from authorized personnel. The details of the contents in the pen-drive, the CDs, or any other storage device are required to be registered with the staff in the laboratory.
4. Students are prohibited from visiting any sites that do not add learning value or are illegal. Students should use the Computer Laboratory only for academic learning and research. Activities of the students on the campus network are tracked using monitoring software for regulatory purposes.

### Class Rooms

1. Class rooms are allotted for different optional subjects and combined core papers.
2. According to the directions of the internal examination committee chief superintendent class rooms are allotted for University examinations.

### Gymnasium and Play Ground

Gymnasium is open to all students and faculty from 3.30 pm to 5 pm. Play ground is open for the students from 6.30 am to 9 am and from 3.30 pm to 6.30 pm

### Infrastructure Extension

The college auditorium can be availed by the neighbouring Higher Secondary School with prior sanction from the Principal/Manager. The awareness programmes for the rural community by the local self government can avail the college auditorium with prior sanction from the Principal/Manager.

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*Principal*  
**Shree Narayana Training College**  
*Nedunganda*