



MES KALLADI COLLEGE MANNARKKAD

www.meskc.ac.in

POLICY ON INFRASTRUCTURE DEVELOPMENT, MAINTENANCY AND UTILISATION

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PREFACE

MES Kalladi College, is the proud symbol of the Muslim Educational Society to the cause of higher education in Kerala, especially to the educationally and socially backward sections. The college started functioning as a junior college in 1967 and was upgraded in 1971 with the introduction of degree courses and later the college was further upgraded as a Post Graduate college in 1978.

The college is government-aided institution run by the Muslim Educational Society affiliated to the University of Calicut and included under 2(f) and 12(b) of the UGC act. MES Kalladi College has a long history of contributing to the educational and cultural upliftment of the community. The college is accredited by NAAC with A+ Grade. It is continuously in pursuit of excellence by adapting with the new trends in higher education.

The development of institution's infrastructure is necessary for its ongoing growth. The maintenance of the developed infrastructure also is important as it will reduce the cost of huge expenses for frequent infrastructure addition due to damage of existing infrastructure. A policy on the development, maintenance and utilization of infrastructure is relevant in this regard.

OBJECTIVES OF THE POLICY

- To provide state-of-the-art facilities to meet the academic, co-curricular, extracurricular, and administrative needs of the college.
- To guarantee that every stakeholder involved benefit from the efficient utilization of infrastructure.
- To plan the use and distribution of facilities, including lecture halls, auditoriums, indoor stadium, gymnasiums, open stages, libraries, and labs.
- To maintain the infrastructure facilities in a legible manner so that the campus looks neat, well ordered and the infrastructure remain functional for a long period
- To effectively utilise the selected infrastructure facilities by providing it for use of government/non government agencies on request without affecting the functioning of academic activities of campus.

SCOPE OF THE POLICY

The well maintenance of an institution's developed infrastructure is necessary for its ongoing growth. This will reduce the cost of huge expenses for frequent infrastructure addition due to damage of existing infrastructure.

THE POLICY ON INFRASTRUCTURE DEVELOPMENT

- Whenever there is a demand or necessity of creation of a new infrastructure will be discussed at various levels of authority, such as the Campus Development and Maintenance Committee, College Council and College Management Committee. The Principal in due consultation with the College Management Committee gives the final approval.
- The possibility of mobilising financial resource for the new infrastructure will be discussed at the appropriate level of authority
- Financial resources from government shall be explored if possible. Otherwise the infrastructure will usually be created by funding from college management
- In special cases financial assistance of PTA may be used for infrastructure development
- Proper procedures as per government norms shall be adopted for the works/purchases related to setting up of infrastructure

THE POLICY ON MAINTENANCE OF INFRASTRUCTURE

General Infrastructure facilities

- A maintenance supervisor has been entrusted by the management to ensure the safety and security of the entire campus in addition to maintaining the classrooms, furniture, and other goods.
- The department heads are required to regularly inspect the academic facilities to ascertain the necessary repairs and maintenance for their particular departments.
- Employees and students can file concerns regarding the maintenance and tidiness of the facilities in the maintenance register kept by the College administration.
- The management has employed cleaning staff to maintain the cleanliness of the campus.

ICT Infrastructure facilities

- The IT infrastructure facilities are accessible to all staff members and students.
- There will be an ICT Cell which monitors the usage of ICT infrastructure in the campus. There will be a Network Admin who will be in charge of maintenance of ICT facilities and college website. There will be a technical assistant also.
- There will be an ICT Maintenance Register. The Department Head bears the responsibility of alerting the Technical Assistant to the necessity of system repairs and overseeing the timely completion of the necessary actions.
- The technical assistant will be in charge of fixing and maintaining the campus's Internet and Wi-Fi infrastructure.
- The technical assistant is required to regularly review the complaint and stock registers, which are stored at the college office and computer labs.

Laboratory facilities

- Lab assistants are responsible for maintaining the laboratories.
- The Head of the Department is obligated to inform the office when maintenance chores are necessary.
- When working in potentially hazardous conditions, all faculty, students, staff, and visiting scholars are expected to wear personal protection equipment (PPE) and follow a standard laboratory dress code.
- It is not allowed for students to stay in the lab unsupervised by a member of the laboratory staff.
- Notifying the lab personnel promptly of any injuries, mishaps, spills, or breakages is imperative.

Sports facilities

- The head of the department of physical education is responsible for ensuring that the sports infrastructure is used and maintained in an appropriate manner.
- The department is also required to keep a stock registry of the sporting goods and carry out an annual stock verification.
- Anybody who is not a student at MES Kalladi College who wants to use the sports facilities must have prior written permission from the Principal.

Sports facilities

- The librarian is responsible for the maintenance of library's facilities
- New volumes must be verified by the librarian before being added to the stock register.
- The Principal must be notified in writing by the librarian about the necessity for infrastructure expansion and repair
- There will be a library advisory committee to give creative suggestions for procurement of books and other activities of library

Hostel Facilities

- Principal will function as all hostel's warden. The warden will designate a deputy warden who will live at the hostel and oversee its operations.
- There will be a hostel committee comprising of the deputy warden and student representatives for maintaining order in the hostel and managing the mess.
- The deputy warden is responsible for keeping an eye out for violations of the hostel's code of conduct.
- Regular maintenance of hostel infrastructure will be done by a caretaker (for boy's hostel)/matron (for girl's hostel).

THE POLICY ON OPTIMUM UTILISATION OF INFRASTRUCTURE

The college management aims at the optimal utilization of campus infrastructure facilities. Thus, the selected infrastructure may be allowed for public purposes without affecting the academic activities of the campus. The infrastructure may be allowed for government/non-governmental agencies upon paying a fixed rent decided by the college management. There should be proper memorandum of agreement on the use of infrastructure. This may include the following

- The class rooms may be provided to conduct the contact classes of School of Distance Education of University of Calicut or other Universities on holidays.
- The indoor stadium may be allowed for conducting various sports championships
- The college ground may be used for conducting athletic meets on holidays
- The ICT labs may be used for conducting online examinations
- The research facilities may be provided to research scholars/MSc Project students from outside.

In some special cases, the infrastructure facilities may be shared with government or charitable organisations for the interest of public

For example

- Venue for training of government officers
- General Election related activities
- Health check up camp/medical camp

The infrastructure facilities may be shared for activities of sister institutions of MES Kalladi College as per direction from the management.