



## **SALAFIYYA TRAINING COLLEGE, KARINGANAD**

VILAYUR (PO), PIN: 679309, PALAKKAD (DT.), KERALA, INDIA

Run by: Jam-iiyathussalafiyyeen Charitable Society (Regd No. 47/81)

Phone: E-mail: [salafiyyak@gmail.com](mailto:salafiyyak@gmail.com)

### **INFRASTRUCTURE AND MAINTENANCE POLICY**

## **SALAFIYYA TRAINING COLLEGE KARINGANAD**



# INFRASTRUCTURE AND MAINTENANCE POLICY

**SNM Training College has established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers and classrooms. The Institutional Infrastructure and Maintenance policy is stated as follows**



## **GENERAL INFRASTRUCTURE**

- The new infrastructure requirements raised by different stakeholders are discussed at various levels such as staff council and management council for final sanction.
- The request for purchase of sanctioned items is submitted to the college purchase committee for endorsement.
- The stock register of the infrastructure facilities is regularly maintained. Stock verification of inventory is done annually, and suitable additions, renovations, repairing and up gradation are carried out, in accordance with the requirements of the learners.
- Utmost care is given for optimum utilization of the physical, academic and support facilities available in the college.
- The complaints regarding infrastructural cleanliness and maintenance can be raised through the Grievance Redressal Cell
- Posters, banners or boards should not be put up on the campus without permission of the principal.
- College infrastructural facilities like Auditorium, Classrooms and Seminar halls are shared with sister institutions and local community without disturbing the academic activities, on prior permission from Principal and Manager of the institution.
- Details of the equipment and devices taken outside the college for repair are to be recorded in the register meant for it.
- ICT Infrastructure facilities are open to all the staff and students ICT equipment in the classrooms are monitored regularly by the Non-teaching staff (NTS) Annual maintenance contract (AMC) is sustained for all technological gadgets like servers, computers and other ICT equipment

## **LIBRARY**

- **Library management software is used for data maintenance.**
- **Anyone entering the library should enter his/her details in the gate register**
- **The rules on utilization, maintenance and augmentation of the library facilities are framed by the Library Advisory Committee**
- **The Library Advisory Committee monitors the developments in the library, and meets regularly to suggest new initiatives and purchases.**
- **Staff and students record their recommendations and suggestions for the availability of books and journals, based on which action is taken**
- **Any requirements on maintenance of library shall be intimated to the Principal by the Librarian**
- **Library systems and software are under continuous maintenance**
- **Stock verification is done at the end of every year.**
- **Research scholars and students from other institutions are permitted to refer library resources upon request**

## CLASSROOMS

- Classrooms are designed and furnished as per NCTE norms
- Classrooms are repaired and maintained according to the needs of the learners.
- Every student should handle with care the facilities of the classrooms and shall do everything in his power to preserve the cleanliness of building and furniture



