

Procedures and policies for maintaining and utilizing physical, academic and support facilities

The physical academic and support facilities including laboratories, library and computers are made available for the students with constant monitoring of their usage. Those students who seek admission to courses which include laboratory curriculum are charged laboratory fee at the time of the admission as suggested by the government. The classrooms and furniture are utilized regularly by the students but sometimes it is also made available for governmental and the non-governmental organizations such as UPSC, CBSE, ICWA, IBPS, IGNOU for conducting various exams. The maintenance and the cleaning of the classrooms and the laboratories are done through hiring services. The college garden is maintained by the gardener appointed by the institution.

The college has 178 computers with internet connections and various utility softwares are installed in office, laboratories, library, departments. The maintenance of computers is outsourced to an external agency. The ICT Smart Class Rooms and the related systems are maintained with AMC of the corresponding service provider. Electrical and plumbing related maintenance is done with the help of local skilled persons and the expenditure is met from a budget that the college has accumulated from different sources.

Access to the library is allowed against the remittance of a nominal amount as caution deposit. The college management maintains a budget which caters to the maintenance costs of the library. Sports facilities such as football ground, basketball court, volleyball court and cricket ground are maintained by the management.

The institution has consistently adopted a proactive policy in creating an environment conducive to effective teaching and learning. The creation and enhancement of academic and supportive infrastructure is brought about through the committed efforts of institutional bodies like the IQAC and the College Council in conjunction with the management. There is an Infrastructure Committee headed by a senior educator to assess and propose infrastructural needs to the management. The head of each department advises the Principal about the requirements of the department. Common requirements are discussed in the College Council. The IQAC also gives its recommendations to the Principal and Management for improving the physical facilities for effective teaching and learning on the basis of the action plan chalked out at the beginning of the year towards quality enhancement. The Management executes the infrastructural improvement on a priority basis and oversees the implementation process.

The college has an established system for maintenance and utilisation of computers,

classrooms, equipment and laboratories in the campus. The planning body of the college comprises Planning Board, Purchase Committee, Campus Development Committee and Library Advisory Committee constantly monitors and evaluates the status of the college. Maintenance of Physical Facilities - The physical facilities including Auditorium, A/C Seminar Halls, Smart classrooms, Laboratories, Classrooms and Computers etc. are for the students admitted in the college. The physical facilities are maintained and monitored by Cochin Education Society and PTA.

A standardized protocol is installed to tackle problems comprising a maintenance register and a team of troubleshooters consisting of electricians, technocrats, and carpenters. Maintenance Classrooms and Laboratories - All classrooms are laid out with adequate infrastructure befitting teaching and learning. Laboratories of The Cochin College are fully functional with all necessary equipment and apparatuses. The college has well equipped labs with all necessary shielding from hazardous materials and situations. Improved safety is ensured through instant evacuation plots, exhaust ducts, goggles, masks and first aid kits. Concentrated acids and hazardous chemicals are safely kept in lockers. All of them equipped with fire extinguishers and other primary firefighting paraphernalia. Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories.

Campus WiFi is maintained by service providers like Jio service providers. College also has LINWAYS LMS. The college website is maintained regularly by the website Team. Library Maintenance - The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of rare books. The library is well maintained in tune with the changing academic needs. All books are marked, classified and advantageously placed on the racks. As a proactive intervention, all books are periodically inspected to find possible damages and binding is carried out if necessary. Maintenance of Sports and Games Facility The sports equipment, ground and various courts in the Campus are supervised and maintained by the Head of the Physical Education Department. Sports and games are effectively trained and coordinated under the guidance of the physical Education teachers. The entire sports and games are monitored and patched up by the department of physical education. Ground level maintenance is done annually during vacation.