



MILAD-E-SHERIEF MEMORIAL COLLEGE

Accredited by NAAC with 'B' Grade

KAYAMKULAM-690502

KERALA STATE- SOUTH INDIA

(A Minority Community Educational Institution)

Affiliated to the University of Kerala

Web site: www.msmcollege.in, E-mail: msmcollege@rediffmail.com

Fax: 0479-2445594, Tel. No: 0479-2442111



Criterion 4.4.2

AQAR 2022-2023

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19.07.2022

SUPPORTING DOCUMENT FOR CRITERION:4.4.2

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings with college council and Infrastructure and Development committee as per the requirements keeping the interest of students.

Laboratory- Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows:

- The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.
- The microscopes used for biological and geological experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments.
- There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.

Library- The library is headed by Librarian and he is the premises superior for both U.G. and P.G. library. He is supported by the assistant librarian, supporting staff (Senior and junior clerks) for Journal and Reference sections. In addition to the above staff, junior safety Assistants, and attenders will help the students for searching and lending of the books in the library.

- The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
- Every year in the beginning of session, students are motivated to register themselves in library to use INFLIBNET.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- The proper account of visitors (students and staff) on daily basis is maintained.
- Other issues such as schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- Suggestion box is installed inside the reading room to take users' feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.

Sports: Regarding the maintenance of indoor Badminton/ Volley Ball court / TT Courts /Gym on the college sports in charge consult coaches. In their guidance accommodates are arranged. **Computers-** Computer maintenance through AMC is done regularly and non-repairable systems are disposed off. The IT Cell of the college takes care of college website, networking equipment including internet connectivity, procurement of hardware and software.

Classrooms-The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment.

Security: The Security of the college is headed by a senior Teaching staff. He is supported by the Security officer. Security officer assigns the duty to the security guards to control and monitor the college the premises. The security guard takes care of the cleanliness inside the college with the support of Housekeepers and sanitary workers.

PRINCIPAL