

# GOVERNMENT ARTS & SCIENCE COLLEGE, CALICUT



KOZHIKODE-18

[Re-Accredited to NAAC with B<sup>++</sup> Grade]

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## **Policy Document for MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC, AND SUPPORT FACILITIES IN THE COLLEGE**

### **INTRODUCTION**

This policy document outlines the guidelines and procedures for maintaining and utilizing the physical, academic, and support facilities within Government Arts and Science College Calicut. The efficient management of these facilities is essential for providing a conducive learning environment and supporting the academic and extracurricular activities of our students and faculty.

### **FACILITY MAINTENANCE**

2.1. Regular Inspection: Physical facilities including classrooms, laboratories, libraries, and recreational areas will undergo regular inspections to identify and address any maintenance issues.

2.2. Preventive Maintenance: A preventive maintenance schedule will be established to ensure the upkeep of facilities and equipment, minimizing downtime and disruptions.

2.3. Timely Repairs: Any reported maintenance issues will be addressed promptly to maintain the safety and functionality of the facilities.

2.4. Facility Upgrades: Periodic assessments will be conducted to identify the need for facility upgrades or renovations to meet evolving academic and technological requirements.

### **ACADEMIC FACILITIES UTILIZATION**

3.1. Class Scheduling: Efficient scheduling of classes will be implemented to optimize the utilization of academic facilities, taking into account faculty and student preferences.

3.2. Classroom Allocation: Allocation of classrooms will be based on the specific requirements of courses, class sizes, and accessibility needs.

3.3. Laboratory Access: Laboratories will be accessible to students and faculty according to scheduled classes, research activities, and project work, ensuring equitable access for all.

### **SUPPORT FACILITIES UTILIZATION**

4.1. Library Services: The library will provide access to a diverse collection of resources, including books, journals, and online databases, supporting research and academic endeavors.

4.2. IT Infrastructure: Adequate IT infrastructure and support services will be provided to facilitate digital learning, research, and administrative functions.

4.3. Student Support Services: Counselling, career guidance, and other support services will be made available to students to enhance their overall academic experience and well-being.

### **FACILITY RESERVATION AND EVENT MANAGEMENT**

5.1. Reservation Procedures: Procedures for reserving facilities for events, meetings, and extracurricular activities will be established to ensure fair and transparent allocation.

5.2. Event Coordination: The coordination of events and activities utilizing college facilities will be managed to minimize conflicts and maximize utilization efficiency.

5.3. Facility Use Guidelines: Users of college facilities will adhere to guidelines regarding cleanliness, safety, and responsible use to maintain the integrity of the facilities.

### **COMPLIANCE AND REVIEW**

6.1. Compliance Monitoring: Compliance with this policy will be monitored regularly, and any deviations will be addressed through appropriate channels.

6.2. Policy Review: This policy will be reviewed periodically to incorporate feedback, address emerging needs, and ensure alignment with institutional goals and regulations.

## CONCLUSION

Effective maintenance and utilization of physical, academic, and support facilities are integral to the overall functioning and success of Government Arts and Science College Calicut. By adhering to the guidelines outlined in this policy document, we aim to create an environment that fosters academic excellence, innovation, and student success.

Date of Approval: 01/06/2022

Approved By: 

Dr. Edakkotte Shaji

Principal

Government Arts and Science College Calicut

