

## **Systems and procedures for maintaining and utilizing physical, academic and support facilities**

Plan fund is allocated for each financial year by the Directorate of Collegiate Education Thiruvananthapuram for purchasing equipment, maintenance of the equipment and for construction and renovation of buildings. Minimum fund is utilised from PTA fund in emergency situation which will be refunded to PTA from CDC funds. After completing the necessary procedure regarding the quotation, the purchase order will be issued by the college office as per the recommendation of the Purchase committee and after purchasing the equipment will be assessed by experts from Government Technical Institutions. Then they are entered in the stock register and is used for the teaching learning process. Purchase of sports equipments, Printer, Amplifier, Projector, purchase of library books, Uninterrupted Power Supply, servicing of desktop computers, service of electronic equipments, CCTV maintenance, Installing of SPSS Package, deposit of fund for the renovation of Ladies hostel at PWD and Digitalising of Library – KOHA 18.11 Version has done using the plan fund allotted for the current year 2021-22.

The students workout in the physical education room along with music and practices Yoga also. Zumba classes are arranged in the evening not only for students but also for faculties and administrative staffs. Ict workshop is also arranged either in the allocation of Plan fund or from PTA, Model school Playground is used for Games and Competitions. Different clubs are also functioning under each department for the benefit of the prospective teachers. Research colloquium is also conducted for M.Ed students for quality Dissertations. Several online workshops, webinars are also arranged for the students. Teachers are updated through webinars and workshops. In the ICT lab around 24 desktops and wifi facility is being accessed in collaboration with ASAP, Thrissur