**VTM NSS College**

**Dhanuvachapuram, Neyyattinkara**

**Thiruvananthapuram, Pin – 695503**

**Affiliated to the University of Kerala**

**Accredited by NAAC at B+ Level**

www.vtmnsscollege.ac.in

# INFRASTRUCTURAL POLICY

**Introduction**

VTM NSS College, Dhanuvachapuram, epitomizes the noble mission of advancing society through education. Nestled in the picturesque village of Dhanuvachapuram at the southern edge of Thiruvananthapuram district, our campus spans 19.465 acres of lush greenery, fostering a rejuvenating environment conducive to academic pursuits. Established by the Nair Service Society in 1964 in honor of the great freedom fighter Thalakulathu Velu Thampi Dalawa, the college has grown from its modest beginnings as a junior college to a comprehensive institution offering undergraduate and postgraduate programs across a variety of disciplines.

To ensure the continued excellence and functionality of our facilities, the college has instituted a comprehensive policy for infrastructure development and maintenance. This policy is designed to uphold our commitment to providing state-of-the-art facilities that support academic, co-curricular, extracurricular, and administrative needs.

**Objectives of the Policy**

1. To provide cutting-edge facilities that meet the diverse needs of the college community.
2. To ensure that all stakeholders benefit from the efficient use of infrastructure.
3. To plan and manage the use of various facilities, including lecture halls, seminar halls, auditoriums, gymnasiums, stadiums, libraries, and laboratories.
4. To maintain facilities in excellent condition, ensuring a clean, orderly campus and long-lasting infrastructure.
5. To efficiently utilize infrastructure and allow access to government/non-government agencies upon request to conduct various camps and general election related activites, without disrupting academic activities.

**Scope of the Policy**

The policy emphasizes the importance of maintaining existing infrastructure to avoid costly replacements and ensure the institution's ongoing development.

**Policy on Infrastructure Development**

1. **Assessment and Approval**: New infrastructure requirements will be evaluated at various levels, including the Purchase Committee, College Council, and College Management. The Principal, in consultation with the College Management, will provide final approval.

2. **Financial Resources**: Efforts will be made to secure funding from government sources if possible. If not feasible, the college management will be approached to fund the development. In special cases, financial support from the Parent-Teacher Association (PTA) may be utilized.

3. **Compliance with Norms**: Infrastructure projects will adhere to government norms and procedures for procurement and construction.

## Policy on Maintenance of Infrastructure

### General Infrastructure

- Department heads are responsible for regularly inspecting academic facilities to identify necessary repairs and maintenance.
- Employees and students should report maintenance concerns through established channels.
- Cleaning staff employed by the PTA will maintain the campus's cleanliness.

### ICT Infrastructure

- IT facilities are accessible to all staff and students. An ICT Cell will oversee their usage.
- An ICT Maintenance Register will be maintained. Department Heads must alert the Technical Assistant about required repairs and ensure timely completion.
- The Technical Assistant will manage Internet and Wi-Fi infrastructure, review complaint and stock registers regularly.

### Laboratory Facilities

- Lab assistants are responsible for laboratory upkeep. The Head of the Department must notify the office of maintenance needs.
- Personal Protection Equipment (PPE) must be worn in labs, and students must be supervised at all times. Any incidents or damages must be reported immediately.

**Sports Facilities**

- The Head of the Department of Physical Education will oversee the proper use and maintenance of sports infrastructure.
- A stock register of sports equipment will be maintained, with annual stock verification conducted.

**Library Facilities**

- The librarian is responsible for the upkeep of library facilities.
- New volumes must be checked by the librarian before being added to the stock register.
- The librarian must notify the Principal in writing about the need for infrastructure expansion or repairs.
- A library committee will provide suggestions for book procurement and library activities.

By adhering to this policy, VTM NSS College aims to ensure that our infrastructure supports the academic and administrative excellence we strive for, fostering an environment where education and growth can flourish.

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Principal
V.T.M.N.S.S. College
Dhanuvachapuram