

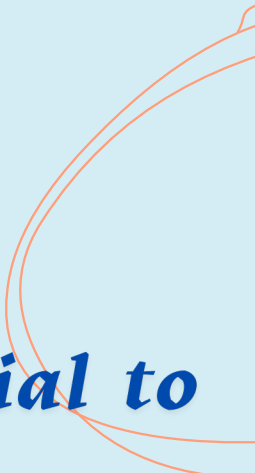
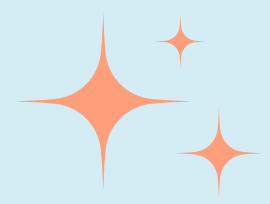



INFRASTRUCTURE

&

MAINTANENCE POLICY

**SREE VIVEKANANDA TEACHER
EDUCATION CENTRE AKKIKKAVU**



A structured approach is essential to effectively maintain and utilize the physical, academic, and support facilities at Sree Vivekananda Teacher Education Centre, Akkikkavu



SETTING YOU UP FOR SUCCESS



PHYSICAL FACILITIES



- **REGULAR MAINTENANCE SCHEDULE**
 - **SAFETY AND SECURITY MEASURES**
 - **ACCESSIBILITY AND INFRASTRUCTURE**
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REGULAR MAINTENANCE SCHEDULE:

1. *Make sure that all buildings, classrooms, labs, sports complexes, and computer facilities have regular maintenance and inspection schedules.*
2. *Delegate everyday maintenance and repair tasks to employees or a maintenance crew.*

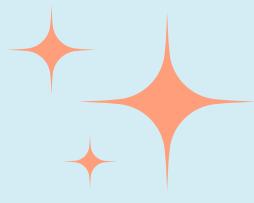
SAFETY AND SECURITY MEASURES:

1. *Execute emergency plans and safety measures. Verify that establishments adhere to safety norms.*
2. *In order to protect buildings and equipment, install security measures as needed.*

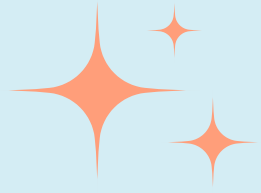


ACCESSIBILITY AND INFRASTRUCTURE



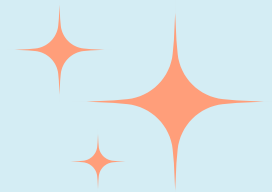
- *Make sure that employees and students with disabilities can access all facilities.*
 - *Make necessary infrastructure upgrades to support extracurricular and academic activities.*
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ACADEMIC FACILITIES:



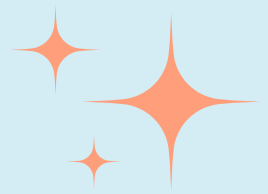
- **LIBRARY**

- **LABORATORIES**



LIBRARY

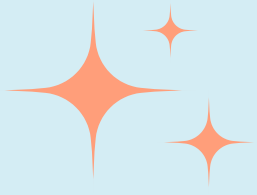
- *Add relevant scholarly materials to the library's collection on a regular basis.*
- *Make online databases and digital resources accessible.*
- *Arrange workshops and orientations for professors and students at the library.*



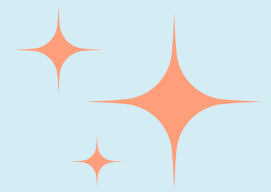
LABORATORIES

- *Provide laboratories with up-to-date instruments and supplies pertinent to teacher preparation courses.*
- *Ensure that the equipment is properly calibrated and maintained.*
- *Create safety policies and procedures for use in laboratories.*

SUPPORT FACILITIES



- *Computing Facilities*
- *Classrooms*
- *Sports Complex*



COMPUTING FACILITIES

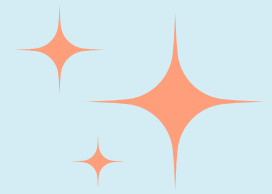
- *Keep a computer lab equipped with the most recent equipment and applications.*
- *Offer instructors and students technological support.*
- *Guarantee network security and internet access.*

CLASSROOMS

- *Make sure all of the instructional tools (whiteboards, projectors, etc.) are in the classrooms.*
- *Examine and update the infrastructure and furniture in classrooms on a regular basis.*

SPORTS COMPLEX:

- *Upkeep of sports facilities is necessary for the courts, fields, and equipment.*
- *Arrange frequent sporting events and competitions.*
- *Offer guidance and assistance to student athletes.*



PROCEDURES:


1. Inventory Management:

Create a system for the acquisition and disposal of equipment.

2. Feedback and Improvement:

- Collect feedback from students and faculty on facilities and services.
- Use feedback to continuously improve facilities and procedures.

3. Compliance and Documentation:

- Ensure compliance with regulatory requirements and guidelines.
- Maintain records of maintenance, repairs, and upgrades. 

By keeping these policies and processes in place, Sree Vivekananda Teacher Education Center can make sure that its facilities provide a positive learning environment and support the overall development of its staff and students.