



HENRY BAKER COLLEGE, MELUKAVU

A Christian minority Educational Institution runs by C.S.I East Kerala Diocese
Affiliated to Mahatma Gandhi University

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MAINTANENCE POLICY

HBC POLICIES

HBC MP

Henry Baker College, Melukavu is a Christian, Minority, Co-Educational, Government-aided Arts and Science College Established in 1981, Affiliated to Mahatma Gandhi University, Kottayam, Kerala.

MAINTENANCE POLICY AND PROCEDURE

(The policy for maintaining and utilizing physical, academic and support facilities)

College has a number of policies, procedures and practices to govern its operation. The policies are meant for day-to-day operation of the college. The policies of college act as a guidance to members in academic fields.

The maintenance and cleaning of the classrooms and furniture are done with the efforts of non-teaching staff and in major cases, the college goes for the maintenance contract with outside experts/technicians.

The college has an adequate number of computers with internet connections. Utility software is distributed in all the locales like office, laboratories, library, departments etc. As per the rules and policies of the institution, all the stakeholders have equal opportunity to use these facilities. The ICT enabled smart classrooms and all those computer related facilities are maintained by the technically skilled experts as per the agreement entered into between the HBC and the technicians.

CCTV camera is installed in the campus and it is maintained periodically by **M/s P J Digital Systems, Muttom**

The college website is maintained regularly by **M/s enDezine Technologies, Calicut** and office automation services are provided by **M/s. MeshiLogic Software Consultants, Calicut.**

The campus

Henry Baker College is an institute that occupies sixteen acres of campus. Only a portion of land is utilized considering further expansion plans.

Classrooms

There are 23 classrooms with LCD projectors for teaching and learning. Out of these Nine are multimedia projectors and can be used as smart class rooms. All the facilities are properly maintained, in case of repair or damage of the classroom furniture, local carpenters and electricians carry out the maintenance.

Seminar Halls

There are two seminar halls. A mini air-conditioned multimedia seminar hall with a fixed seating capacity of 137 persons and a non-airconditioned seminar hall with a seating capacity of 120 persons. This seminar hall is equipped with an audio-video facility.

Science Lab

There are two science laboratories in the college. One for Physics and the other for Chemistry. Both are well equipped for undergraduate studies in science.

Language Lab

Considering the importance of the English language, we have a well-equipped language lab with all the facilities working in the college computer center.

Computer Lab

A well-equipped computer lab with 32 systems is there for the use of students. These labs are equipped with printers and photocopiers. The students also can use the facilities at the Network Resource Centre and library which is having 15 systems and 5 systems in the digital library is also accessible to the students.

The systems are usually maintained with the help of the hardware technicians who frequently visit the campus from outside agencies. However, the College has Annual Maintenance Contracts for repairs and maintenance of computer hardware and power backup systems with M/s. P J Digital Systems, Muttom.

The students are charged for the laboratory expenses at the time of admission as suggested by the statutory body and in addition to that non-salary grants are allocated for the maintenance of the laboratories and the classrooms which are a part of the teaching – learning process.

Classrooms with LCD facility

There are 23 classrooms with LCD projectors for teaching and learning. Out of these, Nine are multimedia projectors and can be used as smart class rooms.

Wi-fi enabled campus

Internet is available throughout the campus. Four broadband connections with a speed of hundred Mbps with multiple service providers are there on the campus.

Library maintenance

A fully automated library with KOHA version 19. The library with 318.31 square meters and has 16,002 books. To access electronic resources, five computers are there in the library along with a printer and photocopier accessible to students. The postgraduate students have a separate area for reference.

The Library maintenance is done by management by providing a provision in the budget. Library software is maintained by M/s. Focus Infotech (a unit of Focus Innovations Pvt. Ltd), Edappally, Kochi. Disinfecting and keeping the library clean is done frequently by library staff.

Parlour

A fully furnished and air-conditioned parlour that can seat 22 people is there on the campus. There is a Android Smart Panel of 73 inches, a high-definition wide-angle web camera, and microphones for video conferencing This can be used for high-level discussions with government officials and governing body meetings.

College office

A well-furnished office with cubicles is there in the college to cater to the smooth admission of students and for their further requirements. A dedicated staff who knows inside out of all the scholarships that are available for the students is there in the office. This helps each student to find out the scholarships which they can avail themselves of.

Care for "differently-abled"

The campus is differently-abled friendly with ramps to access the library and classrooms and the campus boasts of a dedicated toilet with wheelchair access.

Safe drinking water

The water coolers placed at each block is connected to water purifiers so that students and staff are having safe drinking water.

Safety of students

There are required number of fire extinguishers in each block for ensuring the safety of the students.

Canteen

A well-equipped canteen which can seat around seventy students is functioning in the campus.

Dedicated Parking space

There is a dedicated parking space for staff and students

Sports

The sports department of the college is meritorious. The running track is used by students, staff and local community and maintenance of that facility is done with the help of the management.

The college has a comprehensive policy to maintain the infrastructure periodically. Hence, the management allocates sufficient funds for the maintenance of the physical academic and support facilities.

Garden Maintenance

Garden is maintained by lady Housekeeper and office staff members responsible for it.

Maintenance of generators

The maintenance of generators is regularly done by HBC office staff in association with M/s. Moni Engineering Works, Kodumbidi. Electrical and plumbing related maintenance is done with the help of local skilled persons and the expenditure is met from budgeted allotment of college from the management.

