

# **MAR CHRYSOSTOM COLLEGE OF EDUCATION, KIRATHOOR**

## **PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

To ensure transparency and quality improvement, Mar Chrysostom College of Education adheres to specific procedure and policies when submitting its Annual Quality Assurance Report (AQAR). Here's a summary of the key steps:

Nestled in a serene, green environment, the college boasts a well-designed building that maximizes natural light and ventilation. Its unique architecture, featuring a parabolic shape and a long hallway, creates a distinctive charm.

### **Comprehensive Facilities:**

The college strategically invests in and efficiently utilizes its infrastructure. This includes well-equipped classrooms with modern furniture, well-stocked laboratories, a comprehensive library with books and journals, and unique parliament-style classrooms that foster interactive learning. To ensure optimal functionality, the college implements measures like voltage fluctuation control and readily available drinking water.

### **Technology and Maintenance:**

The college prioritizes the upkeep of its resources. Regular maintenance ensures optimal function of computer, science, and psychology labs. Additionally, the college maintains and upgrades computers, printers, scanners, and both wired and wireless networks, including Wi-Fi. The auditorium, arranged in a theater-style setup, provides a flexible venue for presentations and events.

### **Versatile Spaces:**

The college boasts versatile spaces like the seminar hall and auditorium, which host guest lectures, conferences, technical symposium, and cultural activities. Essential equipment like photocopiers, cameras, computers, printers, and scanners are promptly serviced and covered by annual maintenance contracts.

### **Library:**

The well-supported college library functions under the guidance of an advisory committee. This committee oversees the systematic

acquisition of resources like books, furniture, book racks, internet facilities, e-journals, and ensures proper building maintenance through dedicated budget allocations.

### **Promoting Athletics:**

The college fosters a strong athletic culture through its physical education, sports science. These departments actively encourage student participation in national, state and intercollegiate tournaments.

### **Self-Assessment:**

The college conducts a comprehensive self –assessment process, evaluating various aspects like curriculum, teaching practices, student performance, infrastructure, faculty development, and governance, using criteria set by the National Assessment and Accreditation Council (NAAC).

### **Data collection:**

Relevant data pertaining to the aforementioned area is gathered from various sources, including official records, surveys, and feedback from students, faculty and alumni.

### **Report Preparation:**

A designated committee often within the Internal Quality Assurance Cell (IQAC) prepares the AQAR based on the self-assessment and collected data. The report follows the prescribed format and structure outlined by NAAC

### **Internal Review and Approval:**

The draft AQAR undergoes a thorough review and approval process by the college's IQAC to ensure accuracy and adherence to NAAC guidelines.

### **Submission:**

The final AQAR is submitted electronically by authorized college official through the NAAC online portal, adhering to the stipulated deadlines.