

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link):

The College campus is spread over an area of 21 acres of land. It has an administrative block, 4 department blocks, 5 workshop buildings, Canteen and Substation. The college has 7 academic departments with adequate physical facilities and infrastructure for the existing academic programmes and administrative functions, co-curricular and extracurricular activities. All the buildings of the institution has newly constructed ramp facility for wheel chair or for the easy walking Administrative block comprised of all classrooms, drawing hall for 1st years, centre computing facility and Library. One department block has two departments. One block is meant for Post graduate students College of Engineering Vadakara has 27 classes, 4 tutorial rooms, 2 drawing halls 59 laboratories. All the UG classrooms have a capacity to accommodate 6070 students. All class rooms have ceiling mount LCD projectors, Lecture Stand, Uninterrupted Power Supply, wooden tables and wooden benches. Tutorial rooms are equipped with digital boards and it can accommodate 3035 students. Each department has one tutorial room. Three department block have air conditioned a seminar halls equipped with ceiling mount LCD projector, Lecture Stand, Uninterrupted Power Supply and Sound system. The Conference hall in administrative block is ideal for the meeting of 30 individuals. This employing cutting edge audiovisual, videoconferencing and distance-learning facilities. The air conditioned Central Computing Facility has 50 terminals for the internet facility. Internet at 100 mbps is provided through dedicated OFC cable. Around 500 computers are in use in various departments and all are having internet facility. The college having a registered co –operative store with all kinds of stationery materials required for students and staff at reduced price of the college. Basketball court, Shuttle badminton court and football/cricket court are available in the campus The students are accommodated in Four Ladies Hostels with a capacity of 400. The construction work of Ladies hostel in campus is almost completed. Transportation facility is provided by college through 10 Numbers of 50seated buses for transporting staff and students in the mornings and evenings. The master plan of the College gives direction to the spatial/infrastructural planning and development in sync with the academic growth. The requirements are submitted by HoDs to the Principal, the relevance of the proposal are discussed in IQAC/ academic council and the proposal is forwarded to head office for sanction. The management will provide

administrative sanction after the discussion in executive committee. Major civil works are done through head office, the minor civil works and procurement of lab equipment's/furniture are done from the institution after tendering. The purchase is done as per store purchase rule. The implementation of the policy is primarily through the HoDs, academic council, Management and Principal. Maintenance of physical facilities. The maintenance and upkeep of the infrastructure facilities and equipment of the college is carried out by sweepers, electrician/plumber under the supervision of civil engineer and electrical engineer. Computer Maintenance is done under the supervision of Computer instructor During class committee meetings, students' feedback are taken on infrastructure facilities and suitable actions are taken, wherever required.

INSTITUTIONAL BEST PRACTICES

Induction program and bridge course: It is noticed that the first year students are facing lot of problems in the start of academic year. Transition from school to college life is one of the most challenging events in a students' life. When new students enter an institution, they come with diverse thoughts, backgrounds and preparations. They come into a new unfamiliar environment, and many of them have little knowledge of a university/college. An important task, therefore, is to welcome new students to Higher Education and prepare them for their new role.