



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

KEY INDICATOR

CRITERION 4. INFRASTRUCTURE AND LEARNING RESOURCES

4.4 Maintenance of Campus and Infrastructure

METRIC 4.4.2

4.4.2 Systems and procedures for maintaining and utilizing physical, academic and support facilities -laboratory, library, sports complex, computers, classrooms etc. are in place

ADDITIONAL INFORMATION

Affidavit

I do hereby certify that, all pages in this document are duly authenticated by me, under my privilege as the Head of the institution of National College for Teacher Education, Vengola, Ernakulam, Kerala



Dr. N. SETHU MADHAVAN
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Infrastructure Maintenance Policy

As a leading institution of higher education, our college is dedicated to providing a safe, efficient, and innovative learning environment that promotes academic excellence, research advancement, and community engagement. The upkeep of our infrastructure, including buildings, facilities, utilities, and equipment, is crucial to supporting our mission. This policy provides a comprehensive framework for the maintenance, upkeep, and enhancement of our physical assets.

The key objectives of the Infrastructure Maintenance Policy are:

- Conduct regular inspections and maintenance of infrastructure to prevent breakdowns and extend asset lifespan.
- Employ sustainable practices and technologies to minimise energy consumption and reduce the institution's carbon footprint.
- Comply with safety standards and accessibility guidelines to foster an inclusive environment.
- Encourage innovative solutions and adapt infrastructure to meet the evolving needs of academic and research activities.
- Promote a culture of sustainability and maintenance awareness among students, faculty, and staff.
- Encourage the use of local experts for infrastructure maintenance to foster community inclusiveness, support the livelihood of nearby residents, and boost the local economy.

Key aspects of the SOP for Infrastructure Maintenance

1. Scheduled Maintenance: Implement a routine maintenance schedule that includes periodical and annual checks.
2. Asset Monitoring: Monitor the condition, performance, and replacement needs of infrastructure assets. Conduct periodic condition assessments by experts to identify hidden issues and recommend necessary improvements.




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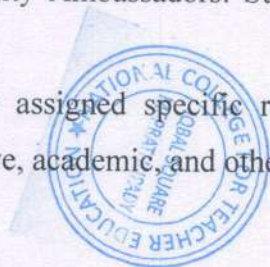
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3. AMC and Insurance: All digital and electronic equipment, as well as amenities, come with Annual Maintenance Contracts (AMC), insurance, and extended warranties upon acquisition to extend their lifespan and ensure continued support.
4. Sustainable Practices: Install energy-efficient lighting and water conservation systems.
5. Environmental Initiatives: Encourage recycling and reusing of existing amenities, waste management and other environmentally friendly practices.
6. Training and Awareness: Provide ongoing training for maintenance staff and sustainability awareness programs for the entire college community.
7. Budget Allocation: Allocate dedicated funds for maintenance, repairs, and infrastructure upgrades.
8. Vendor Partnerships: Develop partnerships with reliable vendors for maintenance services and supplies.
9. Feedback Mechanism: Create a system for the college community to report maintenance issues or suggestions, including a Grievance Register for recording reported concerns.
10. Green Spaces Maintenance: Preserve and enhance green spaces to support biodiversity and provide a healthy environment for students and staff.
11. Community Engagement: Promote involvement of students and staff in infrastructure maintenance through NOSA, volunteer programs and initiatives.
12. Waste disposal: defective unusable Equipments should be responsibly disposed within the purview of the waste management policy of the institution

Roles and Responsibilities

- Estate Manager: Oversees all maintenance operations, maintain all stock registers and coordinate with vendors.
- Maintenance Team: Maintenance committee led by Estate Manager perform routine maintenance, repairs and other upkeep tasks
- Student Sustainability Ambassadors: Support and lead sustainability initiatives and awareness programs.
- Staff members are assigned specific rooms and areas to oversee the utilisation of various physical, administrative, academic, and other amenities.



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- □ College Community (Students, Faculty, and Staff): Actively participates in maintenance awareness and sustainability efforts.

This policy will be regularly reviewed and updated to incorporate new technologies, best practices, and feedback from the college community. Through its implementation, the college is committed to maintaining a sustainable, safe, and well-kept infrastructure that underpins academic achievement and community well-being.

ENERGY POLICY

The National College for Teacher Education's Energy Policy aims to manage energy in a methodical manner in order to reduce its environmental impact. The policy entails exploring renewable energy resources in order to lessen the government's burden and to identify alternative natural resources as answers to the energy dilemma. This institution's energy policy is binding on all of its components and applies to all of the institution's stakeholders as well as its varied operations. It will assist us in integrating efficiency and environmental consciousness into our daily actions, allowing us to recognise our duties and dedication to natural resource conservation and utilisation. Eureka- Science Club of the college is dedicated to upholding and spearheading values of optimum utilisation of energy resources.

Policy Statement

NCFTE will strive to minimize energy consumption, optimize energy efficiency, and promote renewable energy sources throughout the campus. We aim to reduce our carbon footprint, create a sustainable environment, and educate the campus community about energy conservation.

Objectives

- Implement measures to decrease overall energy usage
- Conduct regular energy audits to identify opportunities for energy efficiency improvement.
- Transition to renewable energy sources, such as solar where feasible.
- Promote energy conservation practices among students and staff, including the use of energy-efficient appliances and lighting.
- Improve energy efficiency of buildings, equipment, and systems.
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- Develop comprehensive energy education programs for students, faculty, and staff to foster a culture of energy conservation
- Establish a system for tracking energy consumption and performance, and regularly assess the effectiveness of energy initiatives.

Key Policy Components

- To assess our energy usage and measure its impact on the environment.
- To count CO2 emissions generated by different means of transportation.
- To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads
- To install LED bulbs in the campus to save energy
- To undertake tree plantation drives.
- To ensure the availability of necessary resources to achieve our objectives.
- To encourage use of advanced technology to minimize energy consumption, atmospheric emissions and noise, particularly from our vehicle fleets.
- To engage in dialogue with the government agencies, Grama Panchayath and the affiliating university and actively work with the local organizations in the areas of environment, energy efficiency and sustainable development.
- To monitor and respond to emerging energy issues.
- To display **Save Energy** instructions in offices, staff rooms, classrooms and other common spaces.
- To appoint sustainability ambassadors within each department to promote energy-saving practices and initiatives.
- To award Green certification for classrooms and departments that meet specific energy efficiency criteria.
- To provide information and training opportunities on energy saving measures.
- To train our employees and students through our Eco Shikshak Sangh- Nature Club to make them **Go Green Specialists**.

National College for Teacher Education's Energy Policy is communicated to the students and employees via internal communication channels, and will be made available to all the stakeholders on the institutional website



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WASTE MANAGEMENT POLICY

National College for Teacher Education is not only a place of academic learning but also a hub for developing environmentally conscious citizens. This policy aims to instill a strong sense of

environmental responsibility among future educators while simultaneously creating a sustainable campus.

Policy Title: "Educating for a Greener Tomorrow: A Holistic Waste Management Policy"

Policy Objectives:

- Reduce waste generation in campus.
- Maximize recycling, upcycling and composting efforts.
- Create a learning environment that promotes environmental education.
- Involve the entire community in waste management initiatives.

Key Policy Components:

Curriculum Integration:

- Mandatory inclusion of environmental education and waste management topics in teacher education programs.
- Development of curriculum modules focused on waste reduction, recycling, composting, and environmental awareness.
- Practical training on waste management through community projects and internships.

Waste Reduction and Reuse:

- Implementation of **No Single-Use Plastic** policy on campus.
- Encouragement of refillable water bottles and reusable containers.
- Establishment of a campus repair and reuse centre for electronic and other items.
- Digitalization of administrative processes to reduce paper consumption.
- Develop guidelines for organizing sustainable events on campus, ensuring minimal waste generation and proper waste management.



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- Observe every Wednesday as zero waste day. The fine charged for wasted food is used for charity.

Comprehensive Waste Segregation:

- Installation of clearly labeled waste bins for different waste categories (Food Waste, Plastic & Paper Waste).
- Regular training for staff and students on proper waste segregation.
- Reward system for departments and individuals with exemplary waste management practices

Composting

- Establishment of on-campus composting units.
- Utilization of compost for campus greenery and educational purposes.

Community Engagement:

- Collaboration with local communities on waste management initiatives.
- Organization of awareness campaigns and workshops for the community.
- Commemorate environment related days.

Research and Innovation:

- Support for research projects on waste management and environmental sustainability.
- Encouragement of innovative waste management solutions.
- Collaboration with external experts and institutions.

Implementation and Evaluation:

- Formation of a dedicated Sustainability committee.
- Regular monitoring and evaluation of policy implementation.



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National College for Teacher Education's Waste Management policy will be communicated to the students and employees via internal communication channels, and will be made available to all the stakeholders on the institutional website. The Waste Management Policy, objectives and targets is reviewed on a regular basis and necessary follow up measures are undertaken.




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