



EKNM GOVERNMENT COLLEGE ELERITHATTU

(Established in 1981, Affiliated to Kannur University)

Accredited by NAAC with 'B' Grade

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DOCUMENTARY EVIDENCE FOR

4.1.1. The Institution has adequate infrastructure and other facilities For a. teaching – learning, viz., classrooms, laboratories, computing equipment etc. b. ICT – enabled facilities such as smart class, LMS etc. Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc.

ADMINISTRATIVE FACILITIES



4.1.1. INFRASTRUCTURE FACILITIES

3. ADMINISTRATIVE FACILITIES

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A. PRINCIPAL'S ROOM

Features of our Principal's Chamber:

- **Conference Chamber:** Ample space for conducting staff meetings, council meetings and other important discussions. A professional desk and comfortable chairs for meetings with students, faculty, or visitors.
- **Proximity to the Office:** The Principal's chamber is situated in close proximity to the office in order to ensure the smooth flow of communication.
- **Air-Conditioned facility:** To ensure a comfortable and productive work environment.
- **Visual-Aids:** Two big screen tv sets for presentations or meetings.
- **Computer and internet:** A computer with reliable internet access for administrative tasks, communication, and potentially monitoring campus security cameras.



Image 1: Principal's Chamber



Image 2: Honourable Principal Dr. Mathews Plamoottil

B. VICE PRINCIPAL'S ROOM

- **Modern Office Setup:** The Vice Principal's Office is equipped with modern furniture and ergonomic design to ensure comfort and efficiency.
- **Communication and Connectivity:** High-speed internet connectivity and communication tools facilitate seamless interaction and smooth work flow.
- **Information Management:** Efficient storage and retrieval systems for documents and records related to academic and administrative matters.
- **Printing facilities:** Access to a printer cum copier for essential needs.



Image 3: Vice Principal's Chamber



Image 4: Vice Principal of our institution Dr Toby Joseph Mathew K.K.

C. COLLEGE OFFICE

- **State-of-the-Art ICT Infrastructure:** The office is equipped with advanced Information and Communication Technology (ICT) infrastructure with high-speed internet, digital communication tools, and integrated software solutions for efficient administrative operations.
- **Digital Documentation and Management:** Utilization of electronic document management systems via Digital Document Filing System (DDFS) and digital archiving solutions for streamlined documentation, ensuring quick access and retrieval of records.
- **Accessible Design:** The office is designed to be accessible for all users, incorporating wide doorways, and ergonomic furniture to accommodate individuals with diverse needs.
- **Air-conditioned workspace:** The office is fully air conditioned to optimise the temperature and to provide balanced work ambience.
- **Security Measures:** Robust security systems including CCTV surveillance, and fire safety measures ensure the safety of staff, students, and sensitive data.
- **Aesthetic Lighting Design:** Incorporation of aesthetically pleasing lighting designs that complement the overall interior decor of the office, enhancing the visual appeal and ambience.



Image 5: College Office

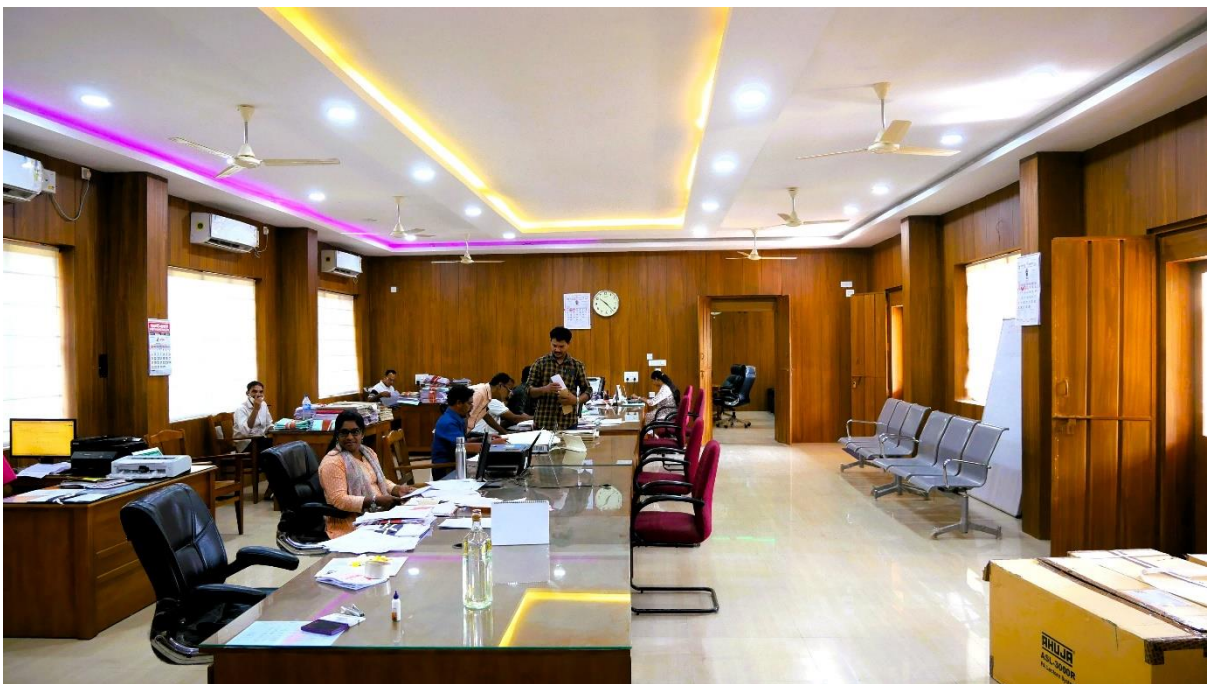


Image 6: College Office



Image 7: Renovated College Office



Image 8: Renovated College Office

D. IQAC ROOM

- **Collaborative Workspace:** Collaborative workspace with state-of-the-art multimedia capabilities for conducting meetings, workshops, and discussions among IQAC members and stakeholders to foster collaboration and innovation.
- **Essential furniture:** Comfortable executive desks and comfortable chairs for committee members and staff, with additional visitor seating for meetings and work.
- **Documentation storage:** Filing cabinets and shelves to organize reports, data, feedback forms, and other documents related to the IQAC's initiatives.

In addition to these, **the IAQC Room is equipped with high-tech facilities including:**

- **Short-Throw Projector and Interactive Smart Board:** Integrated short-throw projector and interactive smart board for organising presentations, collaborative discussions, and interactive sessions during meetings and workshops.
- **High-Tech Printer:** Advanced high-tech printer for printing reports, documents etc., in order to improve efficiency in document management.
- **Air-Conditioning:** The air conditioning system provides a comfortable environment conducive to focused work and meetings throughout the year, regardless of external weather conditions.
- **CCTV Surveillance:** Comprehensive CCTV surveillance system having the capability to record both audio-visual data, ensuring security and safety within the IQAC room, monitoring activities and safeguarding sensitive information and resources.
- **Digital Podium:** State-of-the-art digital podium equipped with multimedia capabilities, allowing presenters to deliver lectures, presentations, and training sessions seamlessly with integrated audiovisual tools.
- **Big Screen Smart TV:** Large-screen television for displaying real-time data, presentations, and video conferencing during meetings and reviews, enhancing communication and decision-making processes.



Image 9: IQAC Room



Image 10: IQAC Room

E. HOSTEL OFFICE

Features of our hostel office:

- **Accommodation Management:** The Hostel office at our college oversees the meticulous management of accommodation facilities for students, ensuring a conducive living environment conducive to academic excellence.
- **Facility Maintenance:** Ensuring optimal living conditions, the office oversees regular maintenance and upkeep of hostel infrastructure, promptly addressing any issues to provide a comfortable living space for students.
- **Streamlined Application Process:** The hostel office offers a streamlined application process for hostel admissions. This includes clear instructions, readily available application forms, and efficient document verification procedures.
- **Supports Warden in Discharging Duties:** The hostel office provides support to warden in managing the day-to-day operations of the hostel. This involves administrative assistance, communication with college authorities, and resolving student issues collaboratively.
- **Robust Record Keeping:** The Hostel office maintains comprehensive records related to hostel occupancy, maintenance schedules, financial transactions, and

student feedback. This meticulous record keeping supports accountability and transparency.



Image 11: Hostel Office

F. NSS OFFICE

- **Coordination of Activities:** The NSS office serves as a central hub for coordinating and facilitating various social service activities within the college. These initiatives promote community development and national integration
- **Fostering Civic Responsibility:** The office actively encourages student participation in voluntary service activities. Through their involvement in community outreach programs, awareness campaigns, and skill development workshops, students cultivate a strong sense of civic responsibility and leadership.
- **Training and Capacity Building:** The office is used for coordinating the training sessions and workshops to equip NSS volunteers with the necessary skills in areas such as communication, project management, and social entrepreneurship.
- **Documentation and Reporting:** The office maintains comprehensive documentation of NSS activities, including project reports, ensuring transparency and requirements outlined by university.



Image 12: NSS Office during a cleanliness drive