

*We are here because, we care*

# NISH

## NATIONAL INSTITUTE OF SPEECH & HEARING

(An autonomous organisation under the Social Justice Department, Government of Kerala)

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Accredited as Excellent Institution by RCI | ISO 9001:2015 Certified | Accredited by NAAC with A Grade

### **Criterion 4 - Infrastructure and Learning Resources**

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### **4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic, and support facilities - laboratory, library, sports complex, computers, classrooms, etc.**

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 1000 words

NISH has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The Institute ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the Grants received by the Institute as per the requirements of departments and students from time to time.

**Maintenance of library:** The NISH library is progressing, as per the plans for development, into an information hub. Currently, the library holds a varied collection of books, national and international journals, online journals, standards, newspapers, periodicals, magazines, and electronic media such as CDs and DVDs.

The Library Advisory Committee reviews the operations, advises modifications and plans for introducing new services and technologies as appropriate. The Librarian has been given the responsibility to initiate the purchase process of library learning resources and make purchase recommendations periodically to the Administration department and the purchases are based on the NISH purchase policies.

Along with these facilities, every Department is maintaining Departmental Libraries to help the faculty and students for their reference work.

**Maintenance of laboratories are as follows:-** The institute has a computer lab for academic wing and speech and audiology labs for the intervention purposes.

**Computer Lab:** The institute has 2 computer labs, having 73 computers which are managed by lab assistants. There are 73 computers in the computer lab. Nearly 40 students in a batch are utilising the lab at a time. All the computers are under Annual Maintenance Contract with the vendor and repairs will be undertaken by them in a timely manner. The maintenance of computers is taken care of by the IT department of the Institute. The department maintains a repair and maintenance log to register complaints.

**Audiology and Speech Labs:** The Institute has various clinical and research labs in Audiology and Speech Sciences. The labs are equipped with diagnostic and screening instruments for the objective assessments and other electronic and IT devices. The Hardware Engineer in the Institute is responsible for the maintenance of clinical equipment in the Institute. These devices

are under annual Maintenance Contract and repairs and maintenance will be taken care by the AMC vendor company.

**Maintenance of Sport complex (Indoor & outdoor):** The Institute has a standard football ground and volleyball and basketball courts together where outdoor sports activities are held. The Institute also has an indoor set up for table tennis etc. The Physical Education Department has a separate Gym facility meant for the use of faculty members, students. The Physical Education Instructor of the institute looks after the sports, games facilities and the activities. The new proposals and repairs maintenance if any is taken care of by the Physical education Instructor. He is responsible for keeping the record of sport Facilities, activities /events held, awards for the students etc.

**Maintenance of Computers:** The IT department in the Institute is responsible for the maintenance of computers. All departments in the Institute have PCs, essential software and peripherals. All these computers are under annual maintenance contract with the authorised vendor and for any repair and maintenance will be undertaken professionally by them in a time bound manner. The IT department maintains stock of all the IT equipment in the Institute.

**Maintenance of Class rooms:** Class rooms are allocated to departments of Degree HI, BOT and ASLP along with necessary IT tools, furniture and other classroom materials. The class rooms are cleaned on a daily basis by the housekeeping staff and monitored by the Housekeeping supervisor. Any issues related to the cleanliness can be reported to the housekeeping supervisor by the students or faculty at any point of time and corrective actions will be taken. Availability of a maintenance team of plumbers, electricians and carpenters are hired for the respective maintenance jobs. Furniture is under an annual maintenance contract with the vendor and they will undertake repair and maintenance of the classrooms in a timely manner. Building committee which looks after the proper maintenance of the building. Service of a consultant engineer / overseer is available for technical advice. At the departmental levels HODs submit their requirements to the Executive Director regarding the classroom requirements.