

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

### **Maintenance of Physical Facilities:**

Regular cleaning and upkeep of infrastructure facilities are conducted, including outsourced services for washrooms, college campus maintenance, and security since 2017. Fire extinguishers and first aid kits undergo regular maintenance, with refills completed before their expiry dates.

### **Maintenance of Academic Facilities:**

Annual stock checks for all equipment and instruments are conducted in each department. Timely maintenance and repair works are carried out for log books and equipment. Damaged books in the central library are bound, scanned, and digitized. Each computer lab is overseen by a programmer and a faculty member, with two hardware technicians responsible for computer maintenance.

### **Fine Arts & Sports Committee:**

The committee maintains stock registers, condemned registers, and issue registers for sports and fine arts equipment. Internal audits are conducted, and condemned equipment is replaced as necessary.

### **Procedure for Laboratory Maintenance:**

Laboratory maintenance is overseen by designated staff, with any complaints recorded in a register forwarded to the Principal for action. Repair work is promptly carried out, and students are instructed to adhere to laboratory Standard Operating Procedures.