

Procedures and policies for Infrastructure

The institution's systematic approach to infrastructure maintenance and utilization is evident in its commitment to meeting the specific needs of each department through tailored yearly budgets. Formal budget estimates are carefully reviewed in meetings with department heads and the principal before being forwarded to the college Purchase Committee and the CDC for approval. Once approved, implementation proceeds, supported by regular maintenance conducted at monthly, half-yearly, and yearly intervals, focusing on immediate needs. These procedures and policies contribute to creating a conducive learning environment and ensuring the optimal functioning, safety, and accessibility of physical, academic, and support facilities such as laboratories, libraries, sports complexes, computers, and classrooms for the benefit of the institution's students, faculty, and staff.

- For laboratories, regular maintenance and servicing of equipment are carried out to ensure their proper functioning. This includes periodic calibration, cleaning, and repair as needed. Additionally, protocols are in place for the safe handling and storage of chemicals and hazardous materials. Lab assistants and faculty members oversee the maintenance and utilization of laboratory facilities.
- In the library, policies are implemented to preserve and protect the collection of books and other resources. This includes regular fumigation to prevent damage from pests, as well as periodic cleaning and organization of the library space. The library staff ensures that the books and resources are properly cataloged and made accessible to users.
- The sports complex and indoor/outdoor sports facilities are maintained regularly to provide a safe and suitable environment for sporting activities. This involves routine inspection and repair of equipment, regular cleaning and upkeep of the sports grounds, and ensuring the availability of necessary amenities for players and spectators.
- Computer facilities, including computer labs and classrooms, are equipped with updated software and antivirus protection. Regular maintenance of computers is conducted, which includes software updates, hardware checks, and troubleshooting. Policies are in place to regulate the appropriate use of computer resources and ensure network security.
- Classrooms are regularly cleaned and maintained to provide a conducive learning environment. Facilities such as furniture, audio-visual equipment, and lighting are regularly inspected and repaired or replaced as necessary. Adequate seating arrangements, ventilation, and other necessary amenities are provided to support effective teaching and learning.

Overall, these procedures and policies for maintaining and utilizing physical, academic, and support facilities are designed to ensure their functionality, safety, and accessibility. By adhering to these guidelines, the institution strives to create an optimal learning and working environment for its community.