

## **DON BOSCO COLLEGE KOHIMA**

### **PROCEDURES & POLICIES FOR MAINTAINING AND UTILIZING ACADEMIC & SUPPORT FACILITIES**

As per the rules and policies of the institution, all the stakeholders have fair opportunity to access and use physical, academic and support facilities like auditoriums, laboratory, library, sports complex, computers, classrooms, ICT facilities etc. of the college.

#### **Maintenance**

The Housekeeping and cleaning of the classrooms and all physical spaces are done on a regular basis with the Housekeeping Logbook administered by an Administrative Supervisor and his team. Each administrative staff is assigned with a task to investigate and check on a daily basis. The report of investigation is entered and submitted daily, which is verified by the authority in charge.

The requirement for repair/maintenance/troubleshooting of equipments/facilities is reported by the concerned staff in charge to the Administrative Supervisor. Any request or complains concerning replacement or reparation is entered in the Maintenance Register. Further, arrangement of personnel resources for reparation and restoration is arranged.

For availing the facilities, forms can be obtained from the Administrator Supervisor office and submit the form for approval with the correct schedule and purposes. Once approved, the request is placed in the Maintenance Register Access to avail and use the available facilities and infrastructure.

#### **Utilization of Extraordinary Infrastructure**

To avail and utilize special physical facility/infrastructure like seminar halls, auditoriums, conference halls, sports complex etc., a request cum proposal is placed by filling up the available format with time and purpose to the Administrative Supervisor, which the office verifies and grants approval for allotment.

#### **Library**

List of new books requested by the Head of the Department in consultation with the Department Faculty is submitted to the Principal once approved, the list is forwarded to the Librarian. The different sections of the Library will remain open on working days from 7:30 am to 5:30 pm. The use of library and its facilities is governed by the rules of the Library. Maintenance of Library facilities is fully kept under the supervision of the Librarian. In and out Register is maintained at the entrance for both Staff and Students.

#### **ICT Facilities**

The ICT and all those computer related facilities are maintained by the Administrative Supervisor appointed by the management. All classrooms are attached with Projector and CPU, departmental ICT facilities for effective teaching learning process.

### **Laboratory**

Laboratories in departments of Psychology is directly under the custodianship of respective Department Head assisted by a Lab maintenance staff. Rules and regulations to utilize them are displayed at the entrance of laboratories.

### **Sports Complex**

A standard size football ground covering a total area of 37,368 sq.ft. And the same can be used for other activities such as field games like cricket, annual sports and cultural festival and other athletic competitions as well as other extravagant cultural functions. Maintenance of sports equipments are kept under the custodianship of the Sports and cultural Secretary under Students' Forum.