

## **St. Mira's College**

### **Procedures and policies for maintaining classrooms :**

1. Classrooms are maintained jointly by the office staff, class teachers & student class representatives .
2. Classrooms are to be utilized only for the conduction of lectures, examinations as scheduled and also for guest lectures.
3. Electric power supply/ internet/ smart boards/ LCD projector/ computers & accessories etc. provided by the college are to be utilized only for college related activities.
4. Staff & students must ensure that all power supply is switched off when equipments are not in use.
5. Students found scribbling on the walls or benches or causing any kind of damage to the college property will be required to pay for the repairing expenses.
6. All requirements , repairs & servicing of the equipments/furniture in the class room or any problems detected on the building infrastructure are to be reported in writing by the class teacher to the office staff in charge, who in turn shall attend on these issues after obtaining the necessary sanctions from the Principal.
7. No equipment / furniture can be shifted from one part of the college to another without the permission of the Registrar.
8. None of the objects which are a part of college property can be taken out of the college premises without the permission of the Registrar.
9. Parents and outsiders are not permitted to enter classrooms.
10. It is the responsibility of the sewakas to ensure that classrooms are cleaned every day and keep them locked / open as instructed by Registrar/ Office Superintendent .