

**MAHAJUBILEE TRAINING COLLEGE MULLOORKKARA**

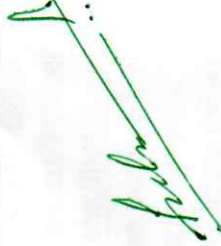
**Procedures and policies for maintaining and utilizing physical, academic support facilities**

Academic supporting facilities	Responsible Teacher	Rules and regulations	remarks
Library	Librarian	<ul style="list-style-type: none"> <li>• Keep silence in the library</li> <li>• Arrange chairs &amp; switch off the fans &amp; lights before leaving the Library</li> <li>• Arrange newspapers &amp; Periodicals on display board after reading</li> <li>• Use of mobile phones is strictly prohibited in the library</li> <li>• Journals (unbound issues)/Reference Books/ Reports will not be issued from the library.</li> </ul>	
Sports Complex	Physical Education Teacher	<ul style="list-style-type: none"> <li>• Student teachers are expected to observe decency and decorum in the sports complex.</li> <li>• Student teachers are liable for all deliberated damage, due to improper or inappropriate use or ignorance of proper use.</li> </ul>	
Laboratory	Science Teacher	<ul style="list-style-type: none"> <li>• Know locations of laboratory safety showers, eyewash stations, and fire extinguishers. ...</li> <li>• Know emergency exit routes.</li> <li>• Avoid skin and eye contact with all chemicals.</li> <li>• Minimize all chemical exposures.</li> <li>• No horseplay will be tolerated.</li> <li>• Assume that all chemicals of unknown toxicity are highly toxic</li> </ul>	

Computers and LCD projectors

ICT Teacher

- Don't move any equipment without permission from the teacher.
- Sit in the correct seat and keep your bag under the workspace.
- Don't eat or drink in the classroom.
- Don't go on social networking sites.
- Switch your computer/monitor off when your lesson is over.
- Don't talk when the teacher is talking.



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