**MAHAJUBILEE TRAINING COLLEGE MULLOORKARA**

Mahajubilee Training college not only provides the infrastructure facilities but also follows strictly maintained protocols for the smooth functioning of the system. Well defined rules and regulations are prepared and published to notify the standard operating procedures to be followed while using any of the available facilities. An overseer is appointed to look after all the miscellaneous works in the college and the cleaning and allied works are done by the house keeping staff. The student teachers are however notified to maintain the cleanliness of the classes and the surroundings by allotting class duties to respective classes. The maintenance is participatory in nature the students from within the classes are selected as technical experts who would handle the technical support during the class taking sessions on a rotational basis so that all students are capable enough to operate the ICT facilities available. However, such operations are supervised by the system administrator cum technical assistant appointed in the college.

 The classrooms and the other areas are regularly cleaned and maintained by both the cleaning staff and the student teachers. The responsibility of operating the electrical appliances like fan, lights etc. are given to student teachers. The laboratories and library has well developed documentation system with vivid entry of the day to day developments like for example the library has log book with the details of the entry and exit of students in library. The issue of books and periodicals are also well documented with precise fining system in case of loss or delay in the return of books. The decorum of the library is well maintained ensuring optimum utilization of resources. The science lab, psychology lab, language lab also has ledger books to document the various activities associated. The stock register maintained in the labs aids to keep a tab on the reagents available and the upgradation needed yearly. The measuring instruments and gadgets that require calibration are subjected to calibration to ensure that the measurements are accurate and sharp and the chemicals that are expired are disposed of following the standard procedures and protective measures. College garden and surrounding greenery is well maintained by the caretaker by nurturing the existing ones and planting the new ones on a regular basis. Perfect documentation of the furniture and storage facilities available is done and yearly the same is audited to find out damaged ones. The electrical, plumbing and construction repairs and maintenance works are done meticulously at regular intervals. Suitable pest control measures are also taken up to maintain the hygiene of the premises. Any grievances on the infrastructure can be reported to the college office and following the inspection of which, suitable remedial measures are taken at a war foot basis.