

DON BOSCO COLLEGE, SULTHAN BATHERY
AFFILIATED TO UNIVERSITY OF CALICUT
(NAAC Reaccredited with 'B+' Grade)
Academic Year 2022- 2023

Policies and procedures

There are established procedures for maintaining physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- The college administrator is the one in charge of the purchase and maintenance of the equipments and furnishing.
- **Computer Labs:** Computer laboratory has a Lab Assistant who is in charge of all the equipments in the Lab .The lab in charge is responsible for maintaining and upgrading the laboratory with appropriate equipment as per the curriculum changes.
- Library has been assigned to a librarian with support personnel. The stock is verified at the end of every the academic year.
- **Sports/ground/gym/equipment:** The institute's Physical Director is in charge of the sports facilities, gymnasium and programs.
- The institute's head, HODs, and class instructors all keep an eye on the cleanliness and make sure that everything is in order. The institute's IT facilities are maintained by the laboratory technician. For the upkeep and repair of the electrical equipments, connections and drinking water filters, the institution has recruited technicians on demand.
- CCTV, Network and system administration team has been assigned to manage internet connectivity and the CCTV surveillance system.

Principal