UTILISATION & MAINTENANCE POLICY

MIER COLLEGE OF EDUCATION

Autonomous

Recognised by the Govt. of J&K and
Permanently Affiliated to the University of Jammu
Accredited by the NAAC with 'A+' Grade

UTILISATION AND
MAINTENANCE POLICY

INDEX

UTILISATION AND MAINTENANCE POLICY

1. PURPOSE

MIER College of Education is committed to providing a well-maintained and supportive learning environment for its students, faculty, and staff. This policy outlines the procedure for the proper utilisation and upkeep of all physical facilities, academic resources, and support services offered by the college.

2. OBJECTIVES

The objectives of this policy are:

a. to achieve optimised usage of college facilities and services for the benefit of students and staff

b. to provide access to the college facilities for academics, research, support and administration without any hindrance

c. to establish a uniform standard for maintenance, repair, renovations, cleanliness and upkeep of college infrastructure

d. to implement the best practices in the area of maintenance

e. to extend the lifespan of the facilities

f. to eliminate the risk of deterioration of existing and future facilities.

g. to provide a safe and healthy environment for students, teachers, administrators, staff and others; and

h. to use resources and funds rationally and in an efficient manner

3. SCOPE

This policy applies to all physical facilities, academic resources, and support services offered by the college, including but not limited to:

- Classrooms and Seminar rooms

- Libraries

- Computer Labs and other IT resources

- Auditorium and common areas

- Sports facilities

- Administrative offices

4. RESPONSIBILITIES

- **Management:** The college management shall be responsible for overseeing the implementation of this policy, allocating resources for maintenance and upgrades, and appointing designated personnel for facility management.

- **Engineering Dept:** The Engineering Department shall conduct routine inspections, implement maintenance schedules, oversee equipment upgrades, ensure compliance with safety and operational standards, and collaborate with designated personnel to swiftly address facility-related issues while optimising resource utilisation.

- **Faculty and Staff:** Faculty and staff shall be responsible for using college facilities appropriately, reporting any maintenance issues promptly, and supervising student use of facilities within their departments.

- **Students:** Students shall be responsible for using college facilities with respect, following usage guidelines, and reporting any damages or malfunctions.

5. PROCEDURES

5.1 Maintenance:

The maintenance process of the college shall be divided into the following sections:

1. Engineering Department: It shall cater to all maintenance needs of the College related to civil, electrical and plumbing.

2. Housekeeping & Cleanliness Department: This section shall be responsible for the cleanliness and upkeep of the college.

3. CET/IT Department: All ICT and IT-related issues shall be handled by this department.
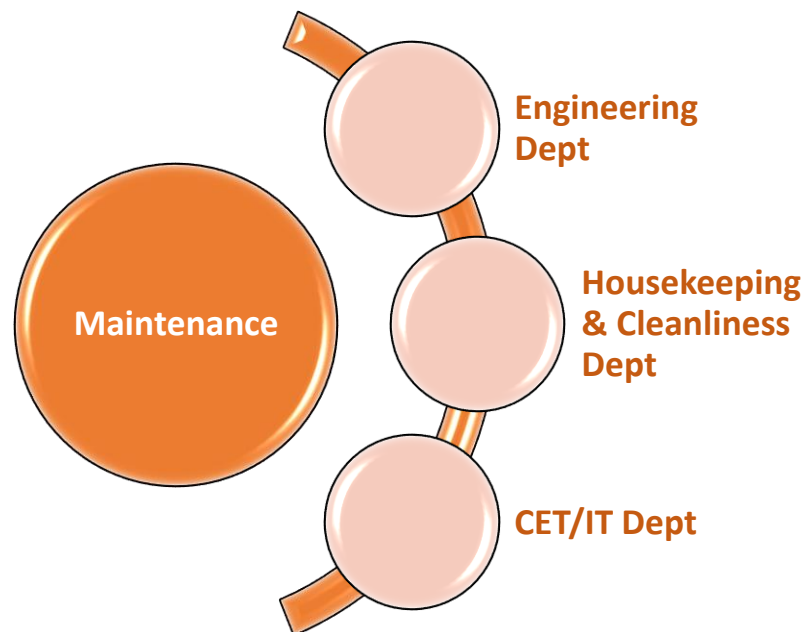
Physical Infrastructure Utilisation & Maintenance Policy

PHYSICAL INFRASTRUCTURE UTILISATION
AND MAINTENANCE POLICY

The college has well-furnished, air-conditioned and spacious physical infrastructure as per UGC/University norms. The whole campus is spread over 2.15 Acres (8720.96 Sq. mts) with a built-up area of 4514 Sq. mts. The management has set adequate norms for the effective utilisation of these resources for academic, research, support and administrative purposes.

The physical and instructional infrastructure such as buildings, ICT facilities, laboratories, library, sports facilities and other allied infrastructure of the college are well maintained and upgraded and renovated from time to time. It is also ensured that the infrastructure is easily accessible to and utilised by the staff and students regularly.

Utilisation
- Each facility will have specific guidelines for use displayed prominently within the space.
- Scheduling procedures will be established for reserving classrooms, laboratories, and other shared spaces to ensure equitable access and avoid scheduling conflicts.

Upgradation and Replacement:
- A process will be established for identifying needs for facility upgrades, equipment replacements, and resource acquisition.
- Feedback from stakeholders shall be taken for evaluating user satisfaction and to identify areas for improvement.
- Training and orientation sessions shall be organised for stakeholders on facility usage guidelines, safety protocols, and the importance of responsible facility utilisation and maintenance in creating a conducive learning environment.
- Budgetary allocations will be made for ongoing maintenance and periodical upgrades.

Enforcement
- Misuse or damage to college facilities shall result in disciplinary action, including fines or restitution costs.
- Repeated violations of facility usage guidelines shall lead to restrictions on access.

5.2 MAINTENANCE OF PHYSICAL INFRASTRUCTURE

5.2.1 Engineering Dept.

The college shall maintain a dedicated Campus Engineering Office to oversee the upkeep and repairs of all physical infrastructure. This office will be staffed by qualified professionals, including a Civil Engineer, a Supervisor, a Carpenter, an Electrician, a Plumber, and a team of Gardeners.

The Campus Engineering Office will be responsible for:

- Developing and implementing preventative maintenance plans.
- Coordinating repairs and addressing reported maintenance issues.
- Managing the team of technicians responsible for specific maintenance tasks.

5.2.2 Infrastructure and Maintenance Committee

To ensure effective coordination of the maintenance activities, the college shall establish an Infrastructure Maintenance Committee (IMC). It will be headed by a Convener, who will be a designated faculty member. The committee will also include representatives from different departments of the college and students.

RESPONSIBILITIES:

5.2.3 Responsibilities of Campus Engineer

The campus Engineer shall be responsible for:

1. Supervising and executing all civil works of the institution as per the institutional norms and standards.

2. Conducting inspections of the buildings and other infrastructures of the institution regularly to examine their condition from a safety and maintenance point of view and maintain the same at all times.

3. Submitting the requirements of the identified needs of repair and maintenance for taking necessary action and getting approval from the management beforehand. Procuring items for repair/maintenance, in case, those are not available in the stock.

4. Inviting tenders and quotations of the items required for the works to be done in the institute from the approved vendors' list only and approving the same through a well-defined process.

5. Preparing cost estimates for materials, equipment, and labour to determine a project's economic feasibility and submitting the same to the management for approval before the start of the work. Hiring skilled masons, labourers and other workforce for execution of work effectively with approval of rates for the same from the management.

6. Preparing progress reports of ongoing work and submitting the same to the management every week in writing.

7. Ensuring successful completion of the projects within the stipulated time without any delays and disruptions.

8. Coordinating with the Convener of Infrastructure and Maintenance Committee of the college for carrying out repair and maintenance activities.

9. Verifying requisitions of repair/maintenance of different departments of the college prepared by the conveners, verified by the HoDs of different Schools and approved by the Chairperson/ Director/Joint Director.

10. Giving directions to the Carpenter/Plumber/Electrician on a day-to-day basis to rectify the problems as per the repair/ maintenance needs and supervising the same for its completion in stipulated time and report the same to the management and Conveners.

11. Closing the problem in the records by getting it authenticated by the respective heads.

12. Preparing Maintenance Schedule for Saturdays and holidays of the Carpenter /Plumber/Electrician and getting prior approval from the management for visiting different departments of the college to rectify problems in time.

13. Getting the stock checked biannually through the Administrative Officer and submitting a report to the management.

14. Updating the Vendors list with the approval of the management from time to time.

5.2.4 Responsibilities of Infrastructure and Maintenance Committee

The IMC will work in collaboration with the Campus Engineering Office to:

- Identify and prioritize maintenance needs across the college infrastructure.
- Facilitate communication between departments regarding facility use and maintenance concerns.
- The committee will meet periodically to discuss maintenance issues and develop strategies for optimal infrastructure upkeep.
- Orientation of support staff

5.2.5 Responsibilities of the Maintenance Staff

(Carpenter / Plumber/ Electrician)

- Carpenter/Plumber/Electrician shall follow the directions of the Campus Engineer regarding the repair/maintenance work.

- The workforce shall note the Job assigned in their respective diaries.

- They shall visit different departments of the College and Administrative wing as per the approved schedule to rectify/repair the problem along with the required items and tools.

- They shall ensure that the rectification/repair jobs are completed in the stipulated time and report the same to the Convener.

- The convener shall check and record his/her remarks in their respective diaries about the status of work done.

- The staff of the maintenance section shall report to the Campus Engineer about the status of the job assigned (completion/non-completion and reason thereof)

- The Campus Engineer shall close the case after proper verification or take necessary action to ensure proper rectification of the problem

5.2.6 Preventive Maintenance Schedule

- The Campus Engineer shall prepare a Preventive Maintenance Schedule for his workforce.

- The staff of the maintenance department shall visit different departments of the College /Admin wing as per the approved schedule and inform the convener/Incharge about the preventive visit.

- They shall check different facilities to identify maintenance or repair needs.

- They shall rectify minor issues on the spot with the permission of the convener.

- They shall report to the Convener about major issues so that he/she can forward the requisition of repair to the Principal/Joint Director/HoDs for approval.

- They shall submit a report to the Campus Engineer about the tasks performed during the preventive visit

- The Campus Engineer shall verify and record the status in the Preventive Maintenance Register.

5.2.7 Sample Formats

Different formats and checklists will be employed to conduct maintenance work efficiently, and a comprehensive record-keeping system will be implemented to track all maintenance activities.

Maintenance Complaint Register

S.No.	Description	Reported on	Rectified on	Signature of the Maintenance Staff	Checked by the Convener	Verified by the Campus Engineer

Preventive Maintenance Register

S.no.	Date	Dept	Problem Detected during Preventive Visit	Action Taken by the Maintenance Staff	Signature & Remarks of Convener	Verified by Campus Engineer

Check List - Electrician

	Status		Last Replacement /Repair Date	Remarks
	Good Condition	**Requires Repairs**		
Tubes / Starter				
Bulbs / LED / CFL				
Fans				
Switch / Switchboard / Sockets/MCB				
AC / Air Cooler				
Exhaust Fan				
Hand Dryer				
Wires				

Check List - Plumber

	Status		Last Replacement /Repair Date	Remarks
	Good Condition	**Requires Repairs**		
Taps				
Water Cooler				
Wash Basin				
Toilet Seat				
Urinals				
Flush Tank				
Jet				
Pipe/tap/ Blockage				
Washer/Rubber Coupling etc				

Check List - Carpenter

	Status		Last Replacement /Repair Date	Remarks
	Good Condition	**Requires Repairs**		
Doors				
Windows				
Furniture				
Notice Boards				
Chalk Holders				
Green Boards				
Banners				
Name Plates				
Almirahs				
Drawers of Tables/ Cubicles				
Desks				

Cleanliness & Upkeep Maintenance Policy

Checklist   Sweeping   Mopping   Empty Bin

Arrange Chair/Table   Arrange Bookshelves   Wash Toilet

Clean Whiteboard   Clean Window   Notice Board Upkeep

5.3 CLEANLINESS AND UPKEEP MAINTENANCE POLICY

The management of MIER College of Education is fully committed and dedicated to providing the highest possible standards of cleanliness in the institute. This policy clearly outlines the process, procedures, roles and responsibilities to manage the cleaning and maintenance activities effectively to improve college hygiene and provide a healthy learning and working environment.

5.3.1 Responsibilities of Incharge Housekeeping

To ensure a consistently clean environment, a dedicated Housekeeping Section shall be established. The Housekeeping Section will be led by a Housekeeping In-Charge who shall be responsible for the following tasks:

- Collaboration: Coordinating with the Maintenance and Infrastructure Committee of the college to ensure cleaning activities align with college needs and that necessary supplies are readily available.

- Supervision: Overseeing daily cleaning operations, ensuring staff adheres to protocols and maintains a high standard of hygiene.

- Planning: Developing cleaning schedules that optimize efficiency and address specific cleaning requirements of different areas.

- Staff Development: Training and supervising cleaning personnel, equipping them with the skills and knowledge to perform their duties effectively.

- Inventory Management: Procuring cleaning supplies and monitoring cleaning material inventory to prevent stockouts and ensure efficient and effective cleaning operations.

5.3.2 Purchasing Process

- The convener of the Infrastructure and Maintenance Committee shall prepare a requisition in consultation with its members and HoDs for cleaning and housekeeping items at the end of the month and shall submit the same to the Incharge of Housekeeping.

- The Incharge Housekeeping shall verify and prepare a Stock Status and Demand report to seek Management approval for purchasing items.

- The Incharge Housekeeping shall place the order to the approved vendors as per the orders of the management.

- The Incharge Housekeeping shall prepare an incoming Inspection report to validate the quality and quantity of the items.

- The convener shall receive the items and enter the same in the stock register before issuing these to the cleaning staff of each floor

5.3.3   Process of Cleaning Staff

- The Infrastructure and Maintenance Committee shall organise orientation/training sessions to orient the cleaning staff about the cleaning policy, process, and procedures to utilize cleaning material judiciously and their roles and responsibilities.

- The convener shall assign duties to the cleaning staff to clean different areas of the institution.

- The support staff shall perform their duties every day as per their schedule and get it recorded and authenticated by the respective floor incharges.

- The cleaning staff shall report any damage or poor quality of products or tools to the convener.

- The convener shall identify the works to be performed every Friday and before every holiday in consultation with Floor Incharges and HoDs and shall prepare Duty Sheets for the cleaning staff accordingly. HE/She will forward it to the Joint Director through Incharge Housekeeping who will pass it on to the Campus Supervisor for actual supervision of the cleanliness works.

- The supervisor shall ensure completion of assigned work for holidays and report to the convener.

- The convener shall check the status of assigned work on the next working day and take action if any.

5.3.4 Sample Formats

Different formats and checklists will be employed to conduct cleaning activities efficiently, and a comprehensive record-keeping system will be implemented to track all cleaning activities.

	MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	CURRENT STOCK STATUS REPORT	Record No.:109F Revision: 00

Department:

S.NO	MATERIAL SPECIFICATION	OPENING STOCK	STOCK ISSUED	CURRENT STOCK	CURRENT DEMAND	REQD. STOCK

Reported By: Date:	Supervised By: Date:	Approved By: Date:
Received By: Date:		

DAILY TASK LIST	WEEKLY TASK LIST (2nd Saturday)	MONTHLY TASK LIST 4th Saturday
Sweeping	Remove Cobwebs	Clean Doors, windows, window sills etc.
Mopping	Clean Tiles / Taps, Water points	Wash Mats
Empty Dustbins	Clean Chalk Holders	Dust Trophies and other items
Arrange Furniture in offices	Dust Notice Boards	Clean lights & fixtures
Arrange Desks in classrooms	Wash Dustbins	Vacuuming Carpets / Sofas
Dusting of Tables, Chairs, Cabinets racks etc.	Clean Doors, windows, window sills etc.	Clean all labs /library properly
Adjust Venetian Blinds / Curtains	Ensure completion of all repair jobs	Clean all cabinets, almirahs etc.
Cleaning of Glass doors	Checking of stock	Remove graffiti from desks, walls etc.

MIER College of Education Accredited by the NAAC with 'A+' Grade	Check List Infrastructure & Maintenance Committee	Record No.:093C Revision:00

S.No.	Particulars	Yes	No	Remarks
1.	The college has a neat and clean look.			

2.	The notice boards are in good condition in the
	   a) Classrooms
	   b) Corridors
	   c) Psychology Lab & CET Room
	   d) Staff Rooms
	   e) Libraries
	   f) Offices			

3.	All cobwebs are removed from the
	   a) Classrooms
	   b) Corridors
	   c) Psychology Lab & CET Room
	   d) Staff Rooms
	   e) Libraries
	   f) Offices			

4.	Corridors / Doors/ Windows / Staircase area are properly cleaned			
5.	Venetian Blinds are working properly			
6.	Banners and Fire extinguishers are dust-free			
7.	Lecture Stands in classrooms are clean and without any breakage			
8.	Dustbins are being emptied and cleaned regularly			
9.	Proper lights and fixtures are in place			
10.	Breakage (if any)			
11.	The water point area is clean			
12.	Taps are working properly			
13.	Foot mats are without any tear			
14.	Locks and doors of Cabinets are in order			
15.	Glass panes / Glass doors are properly cleaned.			
16.	Nameplates are properly cleaned and without any breakage			
17.	IT equipment is free			

Signature of the Convener Infrastructure & Maintenance Committee

MIER College of Education Accredited by the NAAC with 'A+' Grade	**CHECKLIST FOR TOILETS**	**Record No.:093C Revision:00**

	YES	No	Remarks
Toilet areas are clean			
No Breakage in Toilet areas			
Toilets are cleaned at least twice daily			
Soap is available in all washbasins			
Toilets are well-ventilated			
Dustbins are emptied regularly			
Disinfect is used daily to clean the toilets			
The exhaust fan is working properly			
Proper lights & fixtures are in place			
Hand Dryer is working properly (wherever fixed)			
No bad smell is coming from the toilets			
There is no leakage of taps or pipes			
The flush is working properly			

Signature of Observer:

MIER College of Education (Autonomous) Accredited by the NAAC with 'A' Grade	Monthly Report of Maintenance Committee	QF: 106A Revision:01 Month:

DETAILS OF VISITS FOR COLLEGE UPKEEP AND CLEANLINESS

S.No.	Date	Visit By	Area	Observations	Action Taken	Remarks

DETAILS OF REPAIRS AND MAINTENANCE

Category	Total Complaints Received	Complaints Rectified	Pending	Remarks
Electric Fixtures & Fittings				
Plumbing				
Breakage / Repair (Furniture, Boards, Doors, Windows etc.)				

DETAILS OF NEW INFRASTRUCTURE ADDITIONS

S.No.	Date	Description	Entered in the Stock Register on Page	Status of old items		Remarks
				Moved to Stores (in case of obsolete)	Relocated after approval from the authorities (New Location)	

ANY OTHER:

Prepared by Convener Date:	Verified by the IQAC Date:	Checked by the HoDs : PG /UG Date:	Approved by the Principal Date:

ICT Utilisation and Maintenance Policy

5.4 ICT UTILISATION AND MAINTENANCE POLICY

This policy empowers the Centre for Educational Technology and IT department within the college to facilitate the seamless integration and optimal utilisation of cutting-edge technological tools aimed at elevating the teaching and learning experience. It outlines the principles for the responsible use and proper maintenance of all college ICT resources.

5.4.1 OBJECTIVES

This policy aims to achieve the following:

- Promote Effective Utilisation: Encourage the responsible and productive use of ICT resources for academic and professional purposes.

- Ensure Maintenance and Availability of ICT infrastructure: Maintain a reliable and secure ICT infrastructure to support college activities.

- Protect College Resources: Safeguard college data and equipment from misuse, damage, or unauthorised access.

- Promote Responsible Conduct: Foster ethical and lawful use of ICT resources under relevant laws and regulations.

5.4.2. SCOPE

This policy shall apply to all college ICT resources, including but not limited to:

- College computer labs and classrooms with technology
- Faculty and staff computers and laptops
- Student-owned devices accessing the college network
- College network infrastructure (servers, routers, firewalls)
- Software applications and licenses
- Online learning platforms and resources

5.4.3 PROCEDURES

The Centre for Educational Technology (CET) and IT Dept. shall implement the procedures for responsible and lawful use of college ICT resources.

- Software Licensing: All software procured by the college shall comply with copyright laws and licensing agreements.

- Data Security: College data shall be protected through appropriate security measures, such as access controls, password management, and data backup procedures.

- Network Security: The IT dept. shall maintain a secure network environment to protect against cyberattacks and unauthorised access.

- Maintenance and Upgrades: The CET shall regularly review all ICT infrastructure to ensure smooth operations and timely upgrades.

- User Training: The CET shall train users on software and secure ICT practices.

5.4.4 RESPONSIBILITIES

The Centre for Educational Technology and IT dept shall maintain the ICT Infrastructure.

Centre for Educational Technology

The ICT incharge under the supervision of Head CET and with the approval of the Principal shall:

1. Ensure that all ICT equipment is working properly before the start of the session.

2. In consultation with the Head CET, recommend the repair and facilitate the procurement of ICT equipment well before the commencement of the semester.

3. Monitor, maintain and manage the functioning of all IT equipment (Interactive Panels, Computers, Laptops, iPads, Projectors, Screens, PA Systems, EPABX, TVs, and other AV aids in the college through Mr. Sanjay Vishwakarma, Public Address (PA) System Operator.

4. Ensure the effective functioning of the different modules of the College ERP, the college website, the Online assessment system, and the CCTV Surveillance system.

5. Prepare a schedule for monitoring and supervising technology usage in the ICT-enabled Teaching Learning activities.

6. Organize workshops and training programmes to enhance the competency level of the faculty/staff in using ICT.

7. Provide ICT assistance during different events, seminars, conferences, etc.

8. Provide technical assistance to the faculty in creating Blended Learning courses on the Moodle platform.

9. Update the Open Access Repository on the DSpace Server of the College.

10. Ensure the backup and storage of digital content and its use in the Google Cloud server of the college.

11. Edit, review, upload, and stream the approved educational content and other college activities on its website or YouTube channel.

12. Maintain the records and files pertaining to the Centre for Educational Technology according to the NAAC and the quality management system of the college.

13. Maintain inventory of CET equipment/tools in writing on a regular basis for administrative audits and other external agencies.

14. Update the stock register and get it authenticated from the Head CET regularly for administrative audits and inspections.

15. Do annual stock-taking for verification and submit the report for the perusal of the management.

16. Dispose of defective, non-repairable or outdated electronic and digital items through a well-laid-out process related to e-waste management with the approval of management.

IT Dept.

The Systems Manager shall perform the following duties with the approval of the Principal:

1. Deploy, configure, maintain and monitor all active network equipment (servers, etc.) to ensure smooth network operations.

2. Install and integrate new servers, hardware, and applications.

3. Ensure regular updation of the Network as and when required.

4. Support and administer third-party applications for all the users.

5. Configure and manage:

    a.   Wi-Fi APs and Controller

    b.   Firewall System

    c.   Cloud Infrastructure

6. Resolve problems in the Network as reported by the end users.

7. Ensure backup and storage of the data and its use

8. Maintain IT inventory of Hardware and Software in Asset Tiger software.

9. Dispose of defective, non-repairable or outdated items with the approval of the management.

5.4.5 POLICY IMPLEMENTATION MECHANISM

• Access to college networks shall be provided through a firewall to restrict access to inappropriate content for all students and staff.

  The following actions shall be included in the inappropriate usage category:

▪ Illegal activities, such as threatening the safety of others or engaging in criminal activity.

▪ Tampering with or damaging computer hardware or software.

▪ Making, installing or downloading copies of software not licensed by the college.

▪ Playing computer games (non-educational).

- Accessing inappropriate internet sites (if accidentally accessed, must be immediately reported).

- Appropriate measures shall be taken to protect against spam and viruses.

- The student and staff login details and passwords shall be kept confidential to prevent others from accessing their accounts.

- To avoid the risk of malware, approval shall be sought before connecting privately owned ICT equipment and devices to the college network.

- Students shall be oriented regularly to abide by the College rules and regulations regarding ICT usage.

- Records of reported incidents of ICT misuse shall be maintained and analysed to identify persistent offenders and implement targeted prevention strategies where appropriate.

- Staff shall monitor and be vigilant when students use ICT equipment and devices.

- Staff shall be responsible for educating students about the importance of privacy and safeguarding their login details and personal information.

The college shall reserve the right to monitor the network traffic and review all content sent and received through the college network.

5.4.5. ENFORCEMENT

Violations of this policy may result in disciplinary action, including restrictions on ICT access or privileges, depending on the severity of the offence.

5.4.7 REVIEW AND REVISION

This policy will be reviewed periodically and revised as needed to reflect technological advancements, changes in best practices, and updates to relevant laws and regulations.

5.4.8 SAMPLE FORMATS

	MIER College of Education Accredited by the NAAC with 'A+' Grade	Monthly Report of IT Section	QF: Month:

Purchase Details

S.No.	Date	Item Description	Wing / Deptt/ Section	Reason of Purchase	Entered in the Stock Register on Page	Status of the old Item		Remarks
						Shifted to another Location	Disposed off & stuck off from Stock	

Repair and Maintenance Status

S.No.	Date	Item Description	Wing / Deptt/ Section	In-house Repair	Repair by external vendor	Status OK / Unrepairable	Remarks

Reallocation Status

S.No.	Date	Item Description	Shifted From	Shifted to	Reason	Approved by	Remarks

Other IT-related Activities (Handling online transactions, Software issues – updation, Modifications, training etc.)

S.No.	Date	Description	Remarks

Prepared by the Networking Manager: Date:	Approved by the Director: Date:

MIER College of Education (Autonomous) Accredited by the NAAC with 'A+' Grade	Monthly Report of Centre for Educational Technology	QF No.: Revision: Month:

1. Details of Extension Lecture / Orientation / Workshop / Training Programmes Conducted

S.No.	Date	Activities Conducted	Topic	Resource Person	Target Group	Remarks

Objective Evidence in: MIERPICS Folder _____

2. Website & Academia ERP Updation Details

S.No.	Item Description	Date of Updation	Remarks

3. Maintenance / Upgradation Details

S.No.	Name of Activity	Date of Updation	Remarks

4. Technical Services / Support Provided

S.No.	Date	Area	Occasion / Problem	Remarks

5. Additions in Equipment if any:

6. Any Other:

Prepared by: Incharge CET Date:	Approved by: Principal Date:

Chairperson

Principal

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