

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Procedures and policies for utilizing and maintaining various facilities vary from department to department. While some departments have their own classroom for conducting major classes, some use the common classroom for the same. During exam time all the classrooms are used for the examination purposes depending on the requirement. It is worth mentioning that both the PG departments – Zoology and Assamese have their exclusive classrooms for conducting PG classes. Central class routine includes all classes except the PG classes. The college infrastructure is used for outside examinations (held mostly on Sundays), for which college gets a fee. The computers in the different departments are used by the faculty members and the students as well for different purposes. Students use it for browsing, preparation for assignment, e-learning resources etc. the college canteen is monitored by a canteen monitoring committee, which looks after the overall quality. The canteen is given on lease to private parties for which college earns a fee annually. Advance level Institutional Bio-tech Hub is involved in scientific infrastructure development, research and extension activities for the host as well as the nearby institutes. Laboratories of various departments function under the strict supervision of the respective departmental Heads and lab bearers are responsible for maintenance of the laboratories. The department of Geography is responsible for maintenance and functioning of GIS laboratory whereas Computer Science department is responsible for the functioning of the Computer labs. The sports complex, basketball court, playground, gymnasium etc. are maintained by the College authority. The day to day cleanliness of the classrooms is assigned to departmental bearers, while toilets and cleanliness of the Campus is assigned to three *safai karmis* under the overall supervision of office superintendent. A temporary electrician on call comes to mend electrical problems and for the maintenance of generators placed in the campus.