

NORTH KAMRUP COLLEGE, BAGHMARA



Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities

SESSION : 2017-18

The college has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports utilities, computers, classrooms etc, in the utmost possible way. Almost all of the students of the college belong to the rural background as well as TSP area and most of them come from socio- economically weaker families and they can have the maximum benefits out of these facilities.

Maintenance of the Laboratory: There is only one laboratory in the college in the department of Education, which is used as part of the undergraduate programme. The laboratory equipment's and other necessary goods are purchased by the office of the principal and purchase committee as per the requirements of the teaching departments of the college. The record of maintenance of the laboratory equipment's of the Department of Education is maintained by the HOD of the concerned department.

Maintenance of Library: The College has one central library, which is run under the supervision of the librarian with two support staff. In order to maintain the library infrastructure and facilities, the Library Committee and the administration is responsible to purchase and procure books, other materials etc., as per the recommendations received from the departments of the college. The text books, reference books, journals etc are arranged in the selves as per Dewey Decimal Classification Scheme. To assist the user in locating the book, self-guides are provided in the library. Apart from the Central Library, all the Departments have their own Departmental libraries and the Departments have their own mechanisms in order to maintain and utilise their libraries.

Sports Facilities: The College has a large playground and the college provides several indoor and outdoor sports facilities to all the students. The Games and Sports secretary of the Students' Union Body of the college and his/ her professor-in-Charge take the responsibilities of

maintaining the sports facilities. There is a gymnasium centre in the college which provides various facilities for physical exercises. There is also a Yoga centre in the college.

Computers and IT Facilities: IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities for the maintenance of computers and smooth functioning of the network facilities in the college. They also look into the college website, up-gradation, biometric services, procurement of every item related to computers.

Facilities of Classroom: The maintenance of classrooms is a regular exercise of the college. Hence, the cleanliness of classrooms as well as the whole campus is ensured by the Grade-IV workers, sweepers and the NSS Volunteers of the college. All the classrooms are properly maintained by the Grade-IV staffs of the college.

The college maintains a good environment for the benefit and welfare of the students. There are various sub-committees in the college and these committees have a good co-ordination in looking after how the physical, academic and support facilities are maintained and utilized in the best possible ways, and in such matters, students are also engaged in it.