

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

The college prepares plans for the maintenance and utilization of physical, academic and support facilities of the college in consultation with the different executive committees. The Principal discuss with the Governing Body and Construction Committee for planning infrastructural and academic growth and development to keep solidarity and pace with necessary infrastructure for growing number of students. There is a Library Committee formed by the college principal of the college consisting of five members. The principal is the Chairman and the Librarian is the coordinator of this committee and the other members are selected by the principal. The library committee which is responsible for making necessary purchases as per recommendations received from the teaching departments of the college. The library committee is mainly look after the execution of management of library. The committee shall periodically take stock of the functioning of the library. The library has a record register book, where the students can lodge their aspiration, grievance and any other suggestion there for evaluation in the future course of action. Library has sufficient space for reading room by the students reading facilities for teachers. The college has two laboratories especially for Education and Geography department. The utilization of laboratory resources is ensured by the heads of the concerned Departments. Optimum utilization of the classrooms/Lecture Hall is ensured through a tight time-table. The time table for classrooms is prepared by the academic advisory committee before the commencement of the semester where classroom-wise schedule is clearly stated. The Examination Cell is engaged in conduct of examination, verification of answer script in the presence of students and in addressing other examination related issues. The authority engages part-time teachers and guest teachers in addition to the regular teachers for the benefit of the learners. There is a Sports Committee for making necessary purchases as per recommendations received from the games and sports sections of the college and other empowered personnel. The committee is responsible for maintenance and up gradation of sports infrastructure facilities of the college. The college has 1 Indoor Stadium, 1 Shooting Range and a playground for outdoor games. The games and sports secretary is annually elected by the students for one year term. There is also an in-charge of games and sports selected by the principal among the teachers. The College obtained a dedicated power line from the APDCL, Govt. of Assam. The college has set up its own power transformer of 25 KVA within the campus to avoid fluctuations in voltage supply. To combat the challenge of load shedding and blackouts, the college has already set up a Power generators of total capacity of (65 KVA and of 25 KVA) and 1 mini generator (25 KVA) at a safe place to have the continuous power supply. Among other facilities available in the campus and Safe drinking water is made available to the students and faculties with a central manual water filter in the college.

  
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