

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms:

The College has policies and procedures in place for purchase of assets, maintenance of day to day physical, academic, support facilities for total infrastructure including laboratory and library. However, in case of emergency situations where there is no time to observe necessary formalities, the head of the institution may use his discretionary authority. Beyond this, for any kind of purchase or maintenance of any infrastructural facilities, equipment etc. competitive bidding is called for and necessary tender formalities are observed.

For any kind of purchase or maintenance of any infrastructure a requisition is submitted by the concerned department or a cell to the principal. The principal then arranges for the requisition on a priority basis.

The Purchase Committee of the college approved by the Governing body consists of Principal as the Chairperson, a Coordinator from teaching staff and members from both teaching and non-teaching staff. In all such matters approval of Governing Body is mandatory. The Purchase Committee looks after the procurement, maintenance and utilization of physical facilities. The college also has a College Development and Construction Committee with President, Governing Body as Adviser, Principal as Chairperson and others.

For academic purposes, the Principal constitutes an Academic Council comprising of the Principal as the Chairperson, Vice Principal, Librarian and all the Heads of the Departments and the Coordinators of IQAC, and others as members. One of the senior teachers of the college is appointed as the Coordinator Academic Council. The Academic Council looks after the Class Routines, Prospectus, Academic Calendar, internal examinations etc.

For maintaining library activities and facilities, the Principal constitutes a Library Development Committee which is headed by a Chairperson with the Librarian as Coordinator of the committee. The committee looks after different activities like purchase of books, maintenance of infrastructure and physical facilities along with other related issues and also arranges regular book fairs in collaboration with reputed publishers.

At present the college has one Psychological Laboratory in Education Department. The laboratory is maintained by the Department of Education and necessary formalities are followed for purchase of equipment and apparatus.

For maintaining the sports activities, a Sports Development Board is constituted by the Principal with a senior faculty member as Chairperson. The committee arranges and looks after various sports activities held in the college. The committee also looks after the development of the permanent indoor facilities in the college and the outdoor playground in the locality.

All the departments, administrative office and library of the college are equipped with Computers and maintenance of these are centrally done by the College.

The college is equipped with adequate number of well-lit and ventilated class rooms for all the departments. There are also Smart class rooms with LCD projectors.

Contact Classes of IDOL, Gauhati University and K.K. Handiqui are also held in the classrooms with suitable adjustment with the general class routine.

Various Selection and Screening Tests of the Public Sector organisations are held in the classrooms on Sundays and holidays.