



Office of the Principal

LUMDING COLLEGE (B)

LUMDING :: HOJAI :: ASSAM

PIN -782447

Ref No. _____

Date: - _____

Supporting Documents for Metric No. 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The procedures and policies for utilizing various facilities vary in different extents. The classrooms are of two categories, viz. departmental and common. The former types are exclusively meant for holding respective classes of the department, while the latter category is shared by many departments as per the central class routine. These rooms are also used exclusively during the examination time, as decided by the individual examination committees appointed for the different examinations. However, for outside examinations (that are normally held during Sundays), the college obtains a centre fee, that varies to great extents (either lump sum or per candidate basis). The policies for using the college library are outlined in detail in the college prospectus as well as the college website. The computers in the different academic departments are used by the academic staff and the students as well for different purposes, the former using those for administrative and academic purpose while the latter for academic usage like preparation of field reports, accessing web resources, e-learning resources, practical works, etc. For such usages, there is no formal policy devised. The college canteen is monitored by a Canteen Monitoring Committee, which looks into the qualitative aspects of hygienic food and its preparation.

College did not prepare any Budget for its expenditures on maintenance of physical facilities and academic support facilities. However, Budget is prepared only on salary components of the faculty and staff. Expenditure for maintenance of physical and academic support facilities is incurred on the basis of availability of fund. 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, there is a Purchase Committee which looks after the purchases in case of emergency situations. 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 teaching staff. The Purchase Committee looks after the procurement, maintenance and utilization of physical facilities. The college also has a Construction Committee with President, Governing Body as

Adviser, Principal as Chairperson and others. Repair and renovation of infrastructure is carried out as and when it is required. Before the commencement of academic session class rooms and the facilities are made ready. An Academic Committee is constituted with the Principal as the Chairperson and all the Heads of the Departments and the Coordinator of IQAC, and others as members. Principal in consultation with IQAC appoints different Committees to prepare and look after the Class Routines, Academic Calendar, internal examinations etc. The college canteen is monitored by a Canteen Monitoring Committee, which looks into the qualitative aspects. The canteen functions on a lease basis with private partners. Laboratories in various departments functions under the strict control of the respective departmental heads and the laboratory bearers are responsible for maintaining the laboratory facilities, under instruction from the departmental heads. The Northeast Heritage Centre of the College under the aegis of the History Department. The Language Lab of the college is managed by a committee constituted for that purpose. The college hostels are under the supervision of the Hostel management committee which looks after the management aspect of the hostel. A lady warden is stationed in the girls' hostel to manage day to day affairs of the hostel. A Library Management Committee is constituted headed by the Principal as the Chairperson with the Librarian/ Senior Teacher as Coordinator. There is a sports committee for maintaining the sports infrastructural facilities both indoors and outdoors games. The committee arranges and looks after various sports activities held in the college. The maintenance of the computers in the departments and the library are done centrally by the college. The Canteen committee looks into the qualitative aspects of the canteen. For cleanliness of the Campus some employees are appointed on contractual basis. Moreover, from security point of view a gate keeper's/ night guards are appointed to look after the entry and exit of persons in the campus along with CC Camera. A part time electrician is employed by the college for maintenance of all electrical problems and also for running the silent diesel generator set during electrical load shedding. Regarding campus beautification some employees are appointed on contractual basis that perform duties under the supervision of beautification committee to look into aesthetics of the campus like the flower garden etc. There is a complaint box in the administrative block for redressing the grievances of the students. To ensure clean campus some dustbins are installed and the entire campus is considered as a plastic free zone. In addition to that, NSS, and of the teacher Unit of the college occasionally undertake cleaning programmes in the campus. There are adequate provisions for safe drinking water in the campus. Contact Classes of IDOL, Gauhati University and K.K. Handique State Open University are also held in the classrooms with suitable adjustment with the general class routine.




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