



INSTITUTIONAL USAGE AND MAINTENANCE POLICY FOR PHYSICAL, ACADEMIC AND SUPPORT FACILITIES



**LUMDING COLLEGE,
LUMDING, HOJAI, ASSAM-782447**

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SECTION I: PHYSICAL FACILITIES

- **EVENT/ MEETING HALLS**
- **SPORTS AND GAMES FACILITIES**
- **COLLEGE CANTEEN**
- **LUMDING COLLEGE GIRLS' HOSTEL**
- **CAMPUS AND TOILETS/ WASHROOMS**
- **ELECTRICAL INFRASTRUCTURE**



Lumding College, Lumding, has a well-organized mechanism of classroom, laboratory, conference hall, computers, language lab and other necessary tools and equipments in the campus. The dynamic planning body is functioning in the College to fill the shortcomings in the curricular, co-curricular and infrastructural domains. The planning body of the College consists of Academic Committee, Infrastructure Committee, Internal Quality Assurance Cell, RUSA Project Monitoring Unit, Library Management and Monitoring Committee and the Governing Body always keeps surveillance and evaluates the status of the institute.

MAINTENANCE OF PHYSICAL FACILITIES:

The Physical facilities including Classrooms, Seminar Halls, and Computers etc. are for the benefits of the students admitted in the institution. The college authority has developed a systematic set up to provide continuous power supply to different blocks, continuous CCTV surveillance, continuous water supply in different departments, labs and toilets and washrooms. The students, office staffs, teaching staff and other supporting staffs are well trained to maintain a hygienic environment in the classrooms and washrooms. The non-teaching staffs of Botany Department and Zoology departments (Environmental Studies and Green Campus Committee Staffs) are entrusted to maintain the garden of flowers and medicinal plants along with the Campus Beautification Committee.

EVENT/ MEETING HALLS:

1. For requirement and usage of the Auditorium/Conference Hall, the concerned party is required seek permission from the Principal.
2. Allocation of the halls are made on first-come-first-served-basis, subject to availability on the required dates.
3. Carrying and consumption of eatables are not permitted inside the halls.
4. Responsibility of proper and appropriate usage of the halls lies with the parties responsible for organizing various events.
5. All banners/ flex etc. displayed inside the halls by the organizing parties must arrange to remove the same immediately after the conclusion of the events.

I. Central Auditorium:

This non-air-conditioned hall with a maximum seating capacity of approximately 500 people is intended to be used for holding various meetings, talks and other miscellaneous presentations. However, the said hall is not yet being fully functional.

II. Conference Hall (Academic Only):

This conference hall with a maximum seating capacity of approximately 150 people is intended to be used for holding various meetings, talks and other miscellaneous presentations.

MAINTENANCE OF SPORTS & GAMES FACILITIES:

Lumding College, Lumding, provides various sports items, equipments and playgrounds which are monitored and maintained by Sports Committee, constituted by the Principal in consultation with the IQAC, Lumding College. Students are always insisted to participate in various sports activities and continuously mentored with experts of different fields. The equipments used for indoor and outdoor games and playgrounds are properly monitored and maintained by the Sports Committee.



- Includes the Badminton, Volleyball, Cricket, Athletics etc. and the Sports Club.
- Monitoring of the functioning and maintenance is governed through a Sports Committee, constituted by the Principal in consultation with the IQAC.

COLLEGE CANTEEN:

- The canteen is a privately managed unit that runs on periodical contract basis.
- The lessee to which the contract is awarded is required to pay a pre-determined amount to the college fund on annual basis.
- Monitoring of the functioning and maintenance of the canteen is governed through a Canteen Monitoring Committee constituted by the Principal in consultation with the IQAC.

LUMDING COLLEGE GIRLS' HOSTEL:

- The hostel was constructed with funds obtained from the UGC.
- The seats in the hostel are allotted after admission on the basis of first come first served basis.
- The total intake capacity of the hostel is 30.
- The hostel is monitored by Girls' Hostel Management and Monitoring Committee, which is constituted by the Principal in consultation with the IQAC.
- The day-to-day affairs of the hostel are managed and monitored by a lady warden stationed in the hostel premises.

CODE OF CONDUCT FOR GIRLS' HOSTEL BOARDERS

- **RAGGING is STRICTLY PROHIBITED** in the hostel. Reported cases of ragging incidents shall be dealt with a strong hand as per prescribed law.
- Boarders must positively enter the hostel premises on or before 6.00 p.m. during the period April to October and 5.00 p.m. during the period November to March.
- Every boarder must **STRICTLY** maintain the entry and exit register.
- Visiting hours for guests is between 3.00 p.m. to 5.00 p.m.
- Meal timings must be **STRICTLY** maintained. If any boarder misses the meals during the scheduled timings, it will not be provided later.
- Overnight stay outside the hostel is not permissible except on specific/ emergency circumstances and with prior permission of the Hostel Warden.
- Any male person, even belonging to the family members of the boarders, is not permitted to enter the hostel premises.
- Annual admission to the hostel is compulsory.
- Fans and lights are to be switched off and water taps turned off when not in use.
- Strict decorum must be ensured in the dining halls and other common areas.
- Use of electrical appliances such as room heaters, immersion rods, iron, stove etc. are **STRICTLY PROHIBITED** in the rooms. Any of these forbidden items if found, will be confiscated with appropriate fine taken from the users.
- Use of intoxicating substances like narcotic drugs, alcohol, cigarettes, pan masala, etc. by the boarders is **STRICTLY PROHIBITED**
- Cleanliness in the hostel premises is mandatory. Boarders shall keep their rooms neat and tidy and also dispose off garbage in a proper manner.
- Responsibility of keeping care of personal belongings lies with the individual boarders.



- Valuable items must be kept under proper lock and key. Hostel authorities shall not be responsible for any loss or damage of personal belongings.
- Hostel Warden is authorized to check the belongings of any boarder without prior information, for ensuring the safety, security and overall well-being of the inmates.
- Violation of any of the stipulated rules and guidelines shall be treated as acts of misconduct and appropriate action shall be taken.
- All forms of misconduct, misbehavior, disobedience, insubordination and violence shall invite appropriate disciplinary action which may amount to expulsion from the hostel or from even the institution.
- The Hostel Warden may be approached anytime by any boarder for any sort of problem or guidance.

CAMPUS AND TOILETS/ WASHROOMS:

1. Staffs and workers are appointed to perform the cleanliness works. Sometimes workers are also hired who are engaged in day-to-day cleaning of the campus (including classrooms) and toilets.
2. Toilets (common area) are cleaned on a periodical basis during the day, while toilets/washrooms (departmental) are cleaned once during the morning hours.
3. Waste products generated inside the campus are carried away by the members of in-house committee for waste management.
4. The Campus Cleanliness Committee and Campus Beautification Committee constituted by the Principal is assigned the task of all Cleanliness and beautification matters inside the college campus, including tree plantations, hanging of signboards and other aesthetic matters. NSS team also conducts regular drive on Cleanliness.

List of Toilets/ Washrooms (14):

Administrative: 02 (attached to Principal's office and one in administrative office)

Academic Block (Arts): 02

Toilet Blocks: 01 (One is solely for Divyangjan)

Toilet Blocks: 01 (Opposite of Chemistry Block)

Departmental Washrooms: 06

Girls common Room: 01

Boys Common Room: 01

ELECTRICAL INFRASTRUCTURE:

1. HoDs of all departments shall inform the Principal in writing about any malfunctioning of electrical equipment within their jurisdiction and the Principal shall undertake necessary steps accordingly.
2. If electrical accessories/ parts are available within the college stock inventory, the electrician shall arrange to utilize the same for fixing up the problems and the HoDs shall give a written statement in this regard.
3. If electrical accessories/ parts are required to be purchased from the market, the Principal shall arrange to purchase the same by fulfilling the purchase rules and policies.
4. The electrician shall give a tentative estimate of required electrical accessories/ parts to the Principal for repair and correction of defects/malfunctioning who shall get it purchased through official procedure.

5. The electrician employed by the college is required to be available in the campus on a 24-hour basis, particularly during the working days, for fixing/ maintenance of all minor electrical problems.
6. During electrical load shedding, the electrician/assigned staff shall run the silent diesel generator set; he shall be in-charge of monitoring and maintenance of this generator set.
7. Maintenance of the movable sound system/ mike set of the college is entrusted with the electrician; for use of this sound system/ mike set, the user part is required to inform the Principal
8. During the course of any events being held/ organized in the meeting halls, the electrician is required to assist the organizers in the operation of the various electrical equipment/ computers/ LCD projectors, etc. and make himself available for smooth functioning of all electrical gadgets and equipment.





SECTION II: ACADEMIC FACILITIES

- **DEPARTMENTAL CLASSROOMS**
- **GENERAL CLASSROOMS**
- **ICT-ENABLED CLASSROOMS**
- **LABORATORIES AND RESEARCH FACILITIES**
- **CENTRAL LIBRARY**
- **DEPARTMENT & DEPARTMENTAL LIBRARIES**
- **EXAMINATION CONTROL ROOM & TERM END EXAMINATION EVALUATION ZONE CONTROL ROOM**
- **LANGUAGE LAB**
- **COMPUTER LAB**



MAINTENANCE OF CLASSROOMS AND LABORATORIES

All of the Classrooms are equipped with adequate infrastructure to facilitate a valuable teaching –learning environment. The laboratories of different academic departments are equipped with all necessary apparatuses. Fire extinguishers are installed in the different places in the campus to fight with unnatural accidents. E-learning center/library/ computer lab/language labs are equipped with sufficient number of computers with latest component configuration in a spacious room. The computers are regularly updated with antivirus to fight against malicious cyber-attacks. All the tools and equipments used in the institute are purchased by considering their energy efficiency.

The classrooms with teaching aids, classrooms and laboratories are maintained under the supervision of the concerned departmental heads. The support staffs are strictly instructed to maintain the cleanliness of the classrooms, corridor and staircases.

DEPARTMENTAL CLASS ROOMS:

HoDs of all departments shall ensure that –

1. All classrooms under their departmental jurisdiction are kept clean and tidy.
2. Desks and benches in the classrooms are kept in order.
3. Fourth grade employees attached with the departments should be properly instructed to undertake the above tasks to the satisfaction of all concerned.
4. All users adhere to the directions given in the statutory display boards (mobile restriction/ scribbling restriction/ energy saver reminder) in every classroom.

GENERAL CLASS ROOMS:

General Classrooms which are allocated for classes as per Master Routine are kept clean and tidy by the team of Fourth grade employees attached for that. Desks and benches in the classrooms are kept in order.

1. Allocation of rooms for holding daily classes to be determined by the Routine Committee constituted by the Principal.
2. Allocation of rooms for holding academic examinations (conducted by Council and University) to be determined by the respective examination committees constituted by the Principal.
3. Allocation of rooms for holding non-academic examinations (conducted by external agencies/ organizations) to be determined by the respective examination committees constituted by the Principal/Appropriate Authority.
4. For requirement of rooms for holding non-academic examinations (conducted by external agencies/ organizations), the concerned party is required to apply to the Principal in advance. Allocation shall be made on first-come-first-served-basis, subject to availability on the required dates.
5. All parties that hold non-academic examinations shall pay a requisite centre fee to the college, which can be either paid in cash to the Head Assistant, Officer in-Charge of the examination committee (representing College) or deposit the amount in a designated bank account of the college.
6. It shall be responsibility of the Officer-in-Charge (representing College) of the non-academic examination committees to ensure tidying up and keeping the furniture (desks and benches) of the examination halls in proper order after the conclusion of the examinations.



LABORATORIES AND RESEARCH FACILITIES:

HoDs of all departments shall ensure that –

1. Laboratories under their jurisdiction are kept clean and tidy.
2. Desks, benches, tables, materials and equipment in the laboratories are kept in order.
3. Fourth grade employees/ laboratory bearers attached with the departments be properly instructed to undertake the above tasks to the satisfaction of all concerned.
4. All users adhere to the directions given in the statutory display boards (mobile restriction/ energy saver reminder/ laboratory instructions) in laboratory room.

The following guidelines are designed to ensure optimum safety conditions inside the labs and to ensure protection against various forms of injuries. These guidelines are enforceable at all times by authorized departmental personnel only. Students who do not follow these guidelines are liable for dismissal from the lab and other disciplinary action as deemed fit. Visitors and children are permitted to enter the laboratories under proper supervision and guidance only.

General Guidelines for Laboratories

- Entrance to a laboratory is not encouraged unless specifically permitted for any intended use by the departmental head/ teachers/ lab in-charges/ instructors.
- Students must carefully read any experiment before coming to the laboratory.
- All doubts need to be cleared before the start of any activity/ experiment.
- Students should not perform unauthorized/ unscheduled experiments; Prior permission is required from the concerned teachers before starting of any activity/ experiment.
- Students are expected to follow all written instructions (displayed) and verbal instructions given by the concerned teachers/ lab-in-charges.
- Students must remain alert and attentive at all times.
- Chemicals/ equipment/ instruments/ materials/ tools should not be touched unless instructed by the concerned teachers/ lab in-charges/ instructors.
- Visitors to any lab must be aware of location and usage of all safety equipment and measures that are available, e.g. fire extinguisher, first aid kit, etc.
- Belongings not required for experimental work must be kept at a distance in proper places.
- Food and beverages should not be brought inside or consumed inside the lab.
- Equipment/ instruments/ materials/ tools inside the lab must be handled carefully and for the purpose for which it is intended.
- Chemicals/ materials/ tools which are highly sensitive and hazardous must be kept in the custody of the HoD.
- Equipment/ instruments/ materials/ tools must be checked before the start of any experiment; Damaged, cracked and defective equipment/ instruments must be reported immediately to the concerned teachers/ lab- in-charges.
- Malfunctioning of equipment/ instruments and accidents/ breakages during the course of any experiment must be reported immediately to the concerned teachers/ lab-in-charges/ instructors.
- Equipment/ instruments/ materials/ tools that were used in the lab for the conduct of any experiment must be returned in clean and good condition at the end of the practical



sessions, and kept in the proper designated location if trans-located during the conduct of experiments.

- Lab area must be left in a clean condition at the end of practical sessions.
- In emergency situations like fire and earthquake:
 - ✓ Laboratory/ building must be vacated immediately through the nearest exit point.
 - ✓ All electrical switches must be turned off.
 - ✓ Running experiment must be aborted and instruments quickly turned off.

List of

- Departmental Laboratories (L): 07
- Lab cum Digital Classroom (LDC)/ Lab cum Classroom (LC): 06
- Dark Room (DR): 02

MAINTENANCE OF ICT FACILITIES:

Lumding College, Lumding, uses the technical assistance from New Looks Web Solutions, Nagaon, Assam and S. S. Technologies, Guwahati, Assam for providing uninterrupted ICT facilities in the campus. They provide the necessary software and their timely up gradation, if required. With an objective to minimize the e-waste in the campus, the electronic devices like desktops, scanners, printers etc. are serviced and reused. The college campus is connected with Wi-Fi facilities provided by BSNL and Reliance Jio and freely available to all for academic purpose.

ICT-ENABLED CLASS ROOMS:

1. Holding of classes or other events in these rooms is determined by the department to which these classrooms are allocated.
2. These rooms are preferably not to be used as examination halls.
3. These rooms are strictly not to be allocated for holding non-academic examinations.

List of ICT-enabled Class Rooms (02):

Class Room: 09 A

Class Room: 09 B

Departmental Classroom: (05)

Mathematics (01 LCD Projector)

Zoology (01 LCD Projector)

Computer Science (01 LCD Projector)

Physics (01 LCD Projector)

Geology (01 LCD Projector)

MAINTENANCE OF CENTRAL LIBRARY:

The staffs of Central Library are directed to keep the library records in a proper way for the easy accessibility of its users. The library is frequently updated with new academic requirements. However, there is a necessity to complete the work of library automation. All books are properly marked, recorded, classified and categorized as per library rules and placed



in the racks by maintaining the sequence. As a precautionary measure, all books are periodically inspected to identify the possible damages and send for proper treatment with pasting or binding. Apart from the books recommended in the syllabus, our library aims to collect and preserve books with different contents to expand and expedite the quest for knowledge.

1. The Library timings are from 09.30 a.m. to 04.30 p.m. while book issue timings are from 11.00 a.m. to 03.00 p.m. (except on Sundays and Holidays as prescribed by the Gauhati University). The library remains open during the summer and winter breaks of the college.
2. All library visitors shall hand over their personal books, bags, sticks, umbrellas, parcels, attachments, portfolios, etc. to the library staff at the Property Counter, located at the main entrance; students shall display their valid Library Card at the Library Attendance System.
3. Water bottles and other eatables are not allowed inside the reading room.
4. Valuable materials like currency, ornaments, mobile phones, electronic gadgets, etc. shall be separated before depositing the bags etc. at the Property Counter; if not separated, the Library Authority will not be held responsible for any subsequent loss of these items; the Property Counter is available to the *bona fide* members of the library and only during their stay within the library premises.
5. Wearing proper college uniform and possession of College Identity Card is mandatory to enter the library premises.
6. Complete silence must be maintained inside the library premises; mobile phones, and other audio and video devices should be kept in silent mode inside the library premises.
7. Class note books and other copy books may be allowed to be taken inside the library, subject to proper checking at the entry points; however, personal books are not allowed to be taken inside.
8. Books after use should be kept on the reading table; library staff on duty shall arrange these books properly in the respective shelves, stacks or almirahs.
9. Borrowers and readers are expected to check defects in any books (if any), before being issued in their name; if any such defects are noticed, it should be immediately brought to the notice of the staff on duty. The borrower shall be held responsible for any damage detected at the time of return and shall be required to compensate for the defect noticed.
10. Dog-earring the pages, marking or writing, tearing of pages, etc., of books issued, is considered as injuries to the books, which is viewed as a serious offence.
11. Personal laptops will be allowed inside the library but the users will maintain an environment which shall not cause any disturbance to other users; internet access with necessary access permission through wi-fi mode will be provided to the laptop users; however, computers and internet shall be used for academic purposes only; users can access the e-resources offered by the library.
12. Any individual walking out of the library with any book or other resource/ material, or if found to be involved in mutilating/ tampering with any book or other resource/ material, will face disciplinary action.
13. Violation of these rules may lead to withdrawal of library privileges from any user.
14. Library users can search documents by Online Public Access Catalogue (OPAC).
15. Students of different classes are entitled to borrow books as follows:
 - Undergraduate (Major/ Honours Course) Students: 4 (four) books at a time



- HS/ Undergraduate (General Course): 2 (two) books at a time
 - Advance learners are allowed to borrow more books as per instructions from the Departmental heads.
16. A Card is issued to every student which shall be used during issue and return of books.
 17. Loss of Library Cards will have to be immediately reported to the Librarian; duplicate cards may be issued on payment of Rs. 50.00
 18. Library books are normally issued for 15(Fifteen) days; however, the books can be re-issued for 7 (seven) more days.
 19. If any member fails to return the borrowed book (s) or other resource within the stipulated due date, he/she shall be have to pay late fine is Rs. 1.00 per day per book.
 20. Library membership may be suspended at the sole discretion of the Librarian, if any member is found to be constantly irregular in returning books.
 21. A Book Bank facility is maintained in the central library for catering to the demands of poor and meritorious students; such students can borrow 4 (four) books from the book bank for the entire semester period.
 22. Reprographic services (for library materials only) is available on payment basis.
 23. Orientation programs are conducted for the users on a periodical basis.
 24. Encyclopedias, dictionaries, periodicals, newspapers and other reference materials shall not be loaned out of the library.
 25. For all materials that are lost or damaged while on loan, the borrower shall be held responsible, and he/she shall be required to compensate for the loss.
 26. All borrowers whose membership ceases or is suspended, must return all books that were issued in his/ her name.
 27. The Librarian reserves the right to recall any book (s) before the due date if necessity arises.
 28. The library reserves the right not to issue any book having maximum demand and less number of copies.
 29. The library has the membership of N-LIST; for using it, library members will have to collect User IDs/ Passwords from the Office of the Librarian.
 30. The library is under the supervision of a Library Management and Monitoring Committee which is constituted by the Principal in consultation with the IQAC.

DEPARTMENTAL LIBRARIES (19):

1. Stock piling, usage and maintenance of these libraries is under the sole prerogative of the departments concerned.
2. Books of these libraries may be collected through voluntary donation form different individuals and stakeholders, viz. alumni, retired faculty members, faculty members of other institutions or any member of the public.
3. Books of these libraries are also borrowed from Central library of the college by the HoD.
4. Books may be issued from these libraries to the departmental students for short term periods.
5. Records of book issue may be recorded in designated book registers and faculty members may take turns to serve as departmental librarian in-charges.



EXAMINATION CONTROL ROOM AND TERM END EXAMINATION EVALUATION ZONE CONTROL ROOM:

1. This facility is for usage by various examination committees for the entire duration of the concerned examinations.
2. The steel/ iron cabinets/ almirahs of the Examination Control Room are to be used for storing various examination-related papers and documents of the concerned examinations by the various examination committees.
3. Before the onset of the concerned examinations, the Conveners of the respective examination committee shall take the key (s) of the steel/ iron cabinets/ almirahs of the Examination Control Room from the Head Assistant, which shall remain in his/her personal custody.
4. At the conclusion of each and every examination, the Convener of the respective Examination Committee shall hand over the key (s) back to the Head Assistant.
5. Evaluation Zone works for Term End examination are supervised by a Team of Staffs appointed by the Principal. The Zonal Officers/Assistant Zonal Officer of the respective Evaluation Zone shall take the key (s) of the steel/ iron cabinets/ almirahs of the Examination Control Room from the Head Assistant, which shall remain in his/her personal custody.
6. Persons not connected with examination works are not to be encouraged/ permitted to enter the Examination Control Room for purposes other than the concerned examination, by the Conveners of the respective Examination Committees

LANGUAGE LAB:

This Language laboratory is established to serve the growing demand for capability building and skills enhancement initiatives for students. Various capability enhancement courses are offered by the different departments. Department of English regularly conducts crash courses on Soft skills (Soft Skill in Business) since 2020 and Language and Communication skills since 2017. Department of Accountancy and Department of Economics also conducts their practical works in the lab regularly. The lab consists of 14 desktop computers along with other allied accessories and internet connectivity. The lab is under the supervision of Language Lab Management Committee.

COMPUTER LAB:

HODs of Computer Science department shall ensure that –

1. Laboratories under their jurisdiction are kept clean and tidy.
2. Computers, materials and equipment in the laboratories are kept in order.
3. Fourth grade employees/ laboratory bearers attached with the departments be properly instructed to undertake the above tasks to the satisfaction of all concerned.

Some specific guidelines are designed to ensure optimum safety conditions inside the labs and to ensure protection against various forms of injuries. These guidelines are enforceable at all times by authorized departmental personnel only. Students who do not follow these guidelines are liable for dismissal from the lab and other disciplinary action as deemed fit. Visitors and children are permitted to enter the laboratories under proper supervision and guidance only. This computer lab consists 10 computers and other allied accessories.



SECTION III: SUPPORT FACILITIES

- **COMPUTERS**
- **PRINTERS & PHOTOCOPIERS**
- **INTERNET**
- **WEBSITE UPDATING AND MAINTENANCE**
- **LCD PROJECTORS**
- **FIRST AID CENTRE**
- **GRIEVANCE REDRESSAL CELL**
- **INTERNAL COMPLAINTS COMMITTEE (ICC)**
- **INFORMATION, CAREER COUNSELLING AND STUDENT PROGRESSION MONITORING COMMITTEE**
- **NATIONAL SERVICE SCHEME**
- **VALUE EDUCATION CELL (YOGA CENTRE)**



COMPUTERS:

HoDs of all departments shall ensure that all computers are-

1. Strictly utilized for official purpose (academic and administrative) only.
2. Used for official type-setting works and official communication through internet.
3. Protected through good anti-virus software.
4. Anti-dusted properly at regular intervals and kept in clean environments.
5. Not used for storage of irrelevant/ unofficial/ personal data.
6. Preferably password protected.
7. Discouraged for personal and non-institutional usage.

- **Academic Departments:**

Staff Room and Laboratory Computers:

1. Open access is available for all faculty members.
2. To be used during practical class/ examination sessions only.
3. Students can make use of the computers after informal permission from any of the faculty members for academic usage like preparation of field reports, accessing web resources, e-learning resources, practical works, etc.

- **Digital Class Room Computers:**

1. To be used by faculty members during class hours'/ student activities.
2. Access by students is not permitted.

- **Administrative Office:**

This category includes computers in the Office of the Principal, the library, and IQAC Office. Access to the computers is permissible for assigned/designated person/office staff only.

PRINTERS AND PHOTOCOPIERS:

1. Printing/ photocopying of official documents are to be kept at the minimum extent, in view of the institutional digital initiatives in the matter of administrative communication and record keeping.
2. All official printing/ photocopying works are to be done judiciously, preferably in draft printing mode.
3. Printing/ photocopying of personal documents is not encouraged in the departmental/office printers

Status of Computers, Printers Projects etc. as on 31 st August 2022				
Sl. Nos	Department/ Office	No. of Computers	No. of Printers	No. of LCD Projectors
1	College Office	05	05	00
2	Principal's Office	01	01	00
3	IQAC Office	02	01	01
4	Central Library	05	00	
5	Department of Computer Science (Computer Science Lab)	10	01	01
6	Language Lab	14	00	01
7	Examination Control Room	00	00	00
8	Digital Class Room	00	00	02

Status of Computers, Printers Projects etc. as on 31st August 2022

Sl. Nos	Department/ Office	No. of Computers	No. of Printers	No. of LCD Projectors
9	Department of Assamese	01	00	00
10	Department of Commerce	01	00	00
11	Department of Accountancy	01	00	00
12	Department of Management	01	00	00
13	Department of Education	01	00	00
14	Department of Zoology	02	00	01
15	Department of Pol. Science	01	00	00
16	Department of Economics	01	01	00
17	Department of English	01	00	00
18	Department of Bengali	01	00	00
19	Department of Hindi	01	00	00
20	Department of Mathematics	05	01	01
21	Department of History	01	00	00
22	Department of Physics	01	01	01
23	Department of Botany	01	01	00
24	Department of Geology	02	00	01
25	Department of Statistics	01	00	00
26	Department of Chemistry	01	00	00

LAPTOPS:

Three Laptops are there in the college out of which one is used by Principal for his official works. One Laptop is used for RUSA Coordinator for RUSA related works while the third one is kept in the IQAC office for multiple academic uses. Laptop of IQAC Office is used for seminar hall and other digital class room works.

INTERNET:

1. Usage of internet facility is strictly for official purposes (academic and administrative).
1. Faculty members are encouraged to use the internet facility for downloading freely available e-resources for the benefit of the students.
2. Students can also make use of the internet facility in the departmental computer desktops for the purpose of preparing home assignments and project reports.

WEBSITE UPDATING AND MAINTENANCE:

1. All issues pertaining to monitoring, updating, maintenance and review of the institutional website (<https://www.lumdingcollege.org>) falls under the purview of the IT and Data Management Committee.
2. The Convenor of IT and Data Management Committee in consultation with Principal and IQAC Coordinator is entrusted with the task of uploading all website data, on a day-to-day basis, including departmental related data like events, achievements and notice board sections in collaboration with the website developer
3. All forms of data meant to be uploaded in the website either IQAC related or Administrative Office related are required to be submitted to the authorized person/Convenor of IT and Data Management Committee.



LCD PROJECTORS:

1. These are provided in the Digital Classrooms of the academic departments as roof mounts.
2. Faculty members of respective academic departments have open access to the use of these facilities.
3. Students have limited access of these facilities during departmental student seminars, under the supervision of faculty members.
4. These are also provided to guest speakers/ external resource persons as and when necessity arises.

FIRST AID CENTRE (FAC):

1. The FAC functions under the Health Care Monitoring and Promotion Committee, which is constituted by the Principal in consultation with the IQAC.
2. It provides free first aid health facilities in cases of emergency to all students and staff of the college.

GRIEVANCE REDRESSAL CELL:

- All grievances of the students must be lodged with the Convenor of **Grievance Redressal Cell**, either in offline (in writing) or by online mode (email: lumdingcollege@yahoo.in).
- For offline mode, applications in plain paper must be deposited in the drop-box placed in front of the Principal's office, located in the Administration Block.
- The members of **Grievance Redressal Cell** are nominated by the Principal in active consultation with the IQAC.

INTERNAL COMPLAINTS COMMITTEE (ICC):

Internal Complaints Committee (ICC) is constituted as per the legal requirements in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The ICC will work towards prevention and grievance redressal and look into all complaints of sexual harassment filed by the women students and women staff members and adhere to all the rules and regulations stipulated in this Act.

- All grievances of the students must be lodged with the Convenor of Internal Complaints Committee, either in offline (in writing) or by online mode (email: lumdingcollege@yahoo.in)
- For offline mode, applications in plain paper must be deposited in the drop-box placed in front of the Principal's office, located in the Administration Block.
- The members of Internal Complaints Committee are nominated by the Principal in active consultation with the IQAC.

INFORMATION, CAREER COUNSELLING AND STUDENT PROGRESSION MONITORING COMMITTEE:

- The ICC & SGC is entrusted with the responsibility of undertaking counseling issues of the students with professional assistance wherever required.
- The ICC & SGC organizes various career-oriented programs from time to time, in collaboration with different external agencies/ organizations.
- The ICC & SGC is also entrusted with the task of coordinating and monitoring the departmental level student progression system.



- The members of ICC & SGC are nominated by the Principal in consultation with the IQAC.

NATIONAL SERVICE SCHEME (NSS):

- The NSS provides opportunity to students to take part in various government led community service, activities and programs.
- This unit of the college as introduced with financial aid from Govt. of India and Gauhati University.
- One Programme Officer and One Assistant Programme Officer is appointed for functioning the NSS Unit. The NSS and Extension Activity Cell is constituted by the Principal in consultation with the IQAC monitors the various activities of NSS.

VALUE EDUCATION CELL (YOGA CENTRE):

1. To facilitate students to have the understanding, commitment, competence and the practice of living with acceptable human conduct and to sensitize students towards value education and professional ethics.
2. To organize Yoga sessions 'Life skills' as a part of capability enhancement program.
3. The Value Education Cell is constituted by the Principal in consultation with the IQAC to monitors the various activities of value education.



SECTION IV: OTHER VITAL INFORMATIONS INSTITUTIONAL USAGE AND MAINTENANCE POLICY FOR PHYSICAL, ACADEMIC AND SUPPORT FACILITIES



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OTHER VITAL INFORMATION INSTITUTIONAL USAGE AND MAINTENANCE POLICY FOR PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

- 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 (ONLINE/OFFLINE). For any kind of purchase or maintenance of any infrastructure a requisition is submitted by the concerned department or 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. Some specific Committees are entrusted to look 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.
- 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 Language Lab of the college is monitored and managed by Language Lab Management Committee, which caters to the need of all the departments.
- The college hostels are under the supervision of the Girls' Hostel Management and Monitoring 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.
- Laboratories of the departments function under the strict control of the respective departmental heads.
- A Library Management and Monitoring Committee is constituted and headed by the Principal as the Chairperson with the Librarian/ Senior Teacher as Coordinator. The committee looks after different activities like purchase of books, maintenance of infrastructure and physical facilities along with other related issues.
- 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, library, language lab and offices are done centrally by the IT & Data Management Committee in consultation with Computer Science Department.
- The Canteen Committee looks into the qualitative aspects of the canteen. For cleanliness of the Campus some employees are appointed on contractual basis and regularly monitored by Campus Cleanliness Committee.
- For security, gate keepers/ night guards are appointed to look after the entry and exit of persons in the campus along with CCTV 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 Campus 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.

Signature of the IQAC Coordinator

(Dr. Sanjay Kanti Das)

Coordinator, IQAC

Lumding College

Lumding, Hojai, Assam.

Co-ordinator
IQAC
Lumding College
Lumding, Hojai, Assam

Signature of the Head of the Institution

(Dr. Mrinal Kanti Paul)

Principal

Lumding College

Lumding, Hojai, Assam.

Principal
Lumding College
Lumding, Hojai, Assam