

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

Maintenance and utilization of laboratory infrastructure and facilities:

Every department maintains a stock register of the goods utilized and purchased. The maintenance of lab equipments and chemicals are done by the HOD's of the concerned departments. The purchase of laboratory equipment and other chemicals, specimen etc. is done by the college office inviting open quotation as per requirement sent by the HOD. Major constructions are supervised by the Planning Development and Construction Committee of the college while minor repair works are done under supervision of the concerned department.

Maintenance and utilization of Library: Every year the Librarian of the central Library of the college collects the list of required books from departments through the HOD of the concerned department. There is a Library Committee which is responsible for making necessary purchases as per recommendations received from the teaching departments of the college. The committee periodically takes stock of the functioning of the library. To ensure the return of books from the students' end, it is made compulsory for the students to collect 'Library clearance certificate' before semester examinations.

Maintenance and utilization of sports facilities:

The concerned Secretaries of LGCSU and Professor in Charge of Indoor Games, Outdoor Games and Gymnasium take responsibility of the proper use and maintenance of the sports facilities like Badminton court/ Volleyball court / TT Courts /Gym. There is a Purchase Committee of the college for making necessary purchases as per recommendations received from the games and sports sections of the college. The Prof in Charge is responsible for maintenance and upgradation of sports infrastructure and facilities of the college in consultation with the authority.

Maintenance and utilization of IT facilities:

Almost all departments have computation facilities for their students and the HODs of the concerned departments look after their systems. Computer maintenance is done regularly and non-repairable systems are disposed of. There is an IT Committee for making necessary purchases as per recommendations received from the teaching departments/ administrative office of the college. The Committee takes stock of the IT infrastructure of the college and is responsible for timely upgradation of the IT resources as and when necessary.

Student support and welfare:

There are various sub-committees to look into matters of support services for the students as well as their welfare. There are sub-committees for canteen, hostel management, anti-ragging, health care, stress management, which works for the welfare of students when needed. The health Care Unit in College Campus provides necessary first aid treatment to the Students during college hours. The Health Care Unit is run by a Doctor, hostel superintendent and a hostel care taker on regular basis. Stress management committee conducts counselling sessions for the needy

students as well as conducts Yoga sessions for the students in association with Yoga cell of the college.

Academic support:

The college has an elaborate academic support mechanism. College follows the syllabus prescribed by parent university, Dibrugarh University. End semester examinations are conducted as per time table given by Dibrugarh University. The sessional examinations for internal assessments are conducted as per our academic calendar. Academic support to the students is also provided by conducting tutorial sessions and remedial classes. In the last year of degree courses the college provides full support to the students to carry on their project works as per their requirement for the successful and timely completion of their project works. The career counselling and placement cell organizes counselling sessions for the needy students for helping them in pursuing higher studies, research works and jobs.

