

POLICY FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

KAKOJAN COLLEGE



IQAC, KAKOJAN COLLEGE

Policy Adopted on 27/06/2018

Kakojan College has put in place robust systems and procedures for maintaining and utilizing Physical, Academic and Support Facilities such as Library, Laboratory, Class Rooms, Computer Laboratory, Canteen, Hostel, Sport Facilities and Other Service installation.

Library:

There is a Central Library in Kakojan College. The library is headed by the Librarian. Books, Journals, Reference Section, Digital Library Section is maintained by the library staff. There is a library committee to take decisions on matters of library management. Library services shall be offered through Library Management Software (LMS). The authority of the college in consultation with concerned committees shall provide the facilities from time to time to upgrade library services including digital services. There is surveillance of CCTV Camaras and the same shall be monitored by the librarian.

Laboratory:

Maintenance of laboratories of Science Departments and upkeeping of the laboratories shall be maintained by the Laboratory Assistants of the concerned departments under the guidance of HoD and Faculty members of the departments. The authority of the institution as per financial provision shall provide equipments, instruments and appliances as per requirement from time to time. The major repairing/servicing of instruments, equipments shall be done through external experts.

Class Rooms:

All Class Rooms shall be maintained by the Grade-IV employees of the institution. The authority of the institution shall provide necessary class room facility for effective teaching learning process. The class rooms shall be gradually upgraded with ICT facility in a phased manner.

Computer Laboratory:

The Computer Laboratory has in charge for monitoring the facilities. The authority shall assigned the task to the faculties of IT for proper utilization and maintenance of LAN, Internet and Wi-Fi facilities. Major technical support shall be taken from the outside expert on this particular field. Annual Maintenance Contract (AMC) shall be done with concerned external firms.

Canteen:

Canteen shall be monitored by the Canteen Committee formed by the authority. The committee shall allot a party/firm/person to run the canteen by following transparent mechanism. The authority of the institution shall provide furniture and other facilities to the canteen as per requirement.

Hostel:

The Institution has a Girls' Hostel. The hostel maintenance shall be supervised and monitored by the Warden and Matron appointed by the college authority. A Hostel Committee shall be formed by the College authority to look after the hostel matters. Necessary staff shall be appointed by the authority to maintain the hostel. Major maintenance and repairing shall be done by external vendors. The facilities of the hostel shall be enhanced by the College authority gradually as per need.

Sports Facilities:

The authority of the institution shall adopt mechanism to improve the Sports Facilities. Sports equipment and existing facilities shall be monitored by the Sports In-charge and this task shall be assigned to a faculty member by the college authority. The Sports In-charge and Secretary of Games and Sports, Student Union Body shall monitor and supervised the facilities. The institution has no permanent Sports Complex. For this purpose the institution shall takes steps to sign MoU with the Local Sports Association for utilization of Sports Ground for any event organised by the institution or assigned event by the Parent University. For smooth functioning of sports activities necessary steps shall be taken by the college authority in a phased manner.

Technical Maintenance:

For proper maintenance of the services such as electrical, power generator etc. a Technical Maintenance Committee shall be formed by the College authority. This committee shall monitor all technical matters from time to time. In any major problem outside experts/ technician shall be engaged for repairing and maintenance.

Other Services:

The institution has CCTV Cameras, Water Purifier Machines, Power Generator, Photo Copy Machine, Solar lights, Fire Extinguishers, LED TV, Smart Bords etc. For maintenance of these services proper procedure shall be followed as per requirements periodically.

Review and Update:

The institution shall continuously review and update the approved policy and is committed to its implementation.

The Policy is adopted on 27/06/2018.

R Bordoloi
27/6/2018

(Dr. Ruprekha Bordoloi)

Principal
Kakojan College

Principal
Kakojan College
Jorhat, Assam

Archana Bhattacharjee

(Dr. Archana Bhattacharjee)

Co-ordinator, IQAC
Kakojan College

Co-ordinator
IQAC
Kakojan College
Jorhat, Assam