



KAMRUP COLLEGE, CHAMATA

Policy and Procedure of Institutional Usage and Maintenance of Properties

The campus of our institution is the second home of all of us with which gives us everything that we need to build a worthy future. The mission of the institute, the dreams of the students and the tireless efforts of the teachers and non-teaching staff are translated into realities in it. Students can never forget the college campus throughout their lives. The infrastructure of our institute provides conducive atmosphere to achieve the programme outcomes. The College Authority in assistance with the IQAC constitutes different units/committees for the supervision and formulating the policies and procedures for proper usage and maintenance of the physical, academic and support services of the college. Such policies and procedures are reviewed and recommended by the G.B and are to be followed by all the teachers, non-teaching staff and students.

Policies:

The College has prepared policies for campus development with academic expansion. A Detailed Project is prepared for the renovation and new construction of the classroom buildings, library, and auditorium and girls hostel and submitted to the RUSA. The college emphasizes on the optimum use of infrastructure and prepares the time table accordingly.

The budgetary provision for infrastructural and academic development is made at the beginning of every academic session. The needs and requirements put forwarded by different committees and supervising units are estimated in the construction and purchasing committees. For the new construction, renovation or expansion, the engineer appointed by college does survey, reviews and prepares plan estimate. All the estimates are then forwarded to the Governing Body of the college for sanctioning. Governing Body's approval is followed by proper actions. Tenders are invited for construction and purchasing large amount of materials or equipment.

Procedure

1) Purchasing of Physical facilities:

- a) All equipment, materials to be procured through the purchasing committee, whenever necessary will invite bids through advertisements published in local/national papers and in college website.
- b) All equipment/materials procured or brought otherwise in to the college campus are to be kept under the direct supervision of the principal who is also the college estate officer.
- c) Under the supervision of the principal cum estate officer, the head assistant of college office shall record the details of the materials in the stock book in the specified way.
- d) The purchasing committee under the chairmanship of the principal will be authorized to purchase the following items for the smooth running of the college:

- All the classrooms items and accessories like chalk,duster ,blackboards,whiteboards, Notice Boards,Marker pens etc,

- Classroom furnishing items like Desks,Bench,Table Chair etc.
- Office items and accessories like Table ,Chairs,Almirah,Cabintets,Showcases,Shelves etc.
- All the stationery items like file cover,printing papers,Staplers, various pins,pen ,pencils,earasers,rulers, stamp pad etc.
- Library items likw book shelves,reading tables, chairs,news papers stand s etc.
- Electronic items/equipment like Computer,CPU,UPS ,Key boards Printers,Scanner,office Software,ink- Cartridge,Anti-Virus Software etc.
- Electrical items like fan,Led Bulbs,Tube lights, LCD Projectors, Smart Boards ,Switches,Socket, Refrigerator,TV etc.
- Laboratory equipment (Education Psychology) like Mirror Drawing Apparatus,Tachitoscopes,Memory Drumps,Stop Watch ,Punch Boards,models of human brain,human eye,human ear etc.
- Hardware items like sanitary and water taps,pipe fitting PVC/Steel pipes etc.
- Any other need based items.

2) Modalities for Maintenance of College Buildings and Blocks:

- The college buildings, classrooms, verandahs and all the blocks are to be properly cleaned by the cleaning workers.

- Departmental classrooms and blocks are to be remained under the purview of the concerned department.
- The common class rooms, Halls, Conference Halls are to be properly maintained by all .
- The ICT enabled rooms and digital conference room will be maintained by the Computer Education Dept.
- Arrange to oversee the Boys' Common Room, Girls' Common Room and Students' Day are properly cleaned and maintained.
- Arrange to ensure the good conditions of the Girls' hostel.
- Arrange to oversee the proper upgradation of Library facilities, equipment, access to e-books,e-journals. The monitoring Nodal person of the Library will be the Librarian.
- To ensure no electricity is wasted after the classes are over and no electrical appliances are left in power position in the classrooms, office rooms, library and other rooms.
- Arrange to oversee any broken, damaged furniture, equipment, materials are disposed properly in consultation with construction Committee or Purchasing Committee.
- To ensure the cleanliness of the toilets and washrooms of the teachers, students and hostels.
- Arrange to ensure new construction or renovation/extension through proper way by the principal in consultation with the Construction Committee.
- Arrange to ensure the cycle sheds and vehicle parking places

3) Modalities for Usage and Maintenance of various Support Services:

- Arrange to ensure green ambience of the college by plantation drive and proper planning with the help of the College Environmental Cell and Green Club
- Arrange to oversee the proper water supply facilities in college premises
- To ensure the proper use of the furniture and equipment of each department and classrooms, office ,library and Girls' hostel
- The Gymnasium ,the playgrounds, the basket ball fields and all the sport materials are to kept under the monitor of Sports and Fitness Cell
- The Entrepreneur Cell is provide guidance and counselling services in collaboration with different agencies.
- The Canteen Committee is to ensure the quality and hygiene of the canteen
- Arrange to oversee the rainwater harvesting system and its functioning at a regular interval
- Ensure proper arrangement of the conference halls after the events/meetings are over
- Arrange to oversee proper disposal of biodegradable wastes for organic manure.
- To ensure monitoring and maintenance of electrical apparatus,CC Cameras,Power Generator by the Campus Development Committee and prepare timely estimate for replacement ,purchasing by the principal.

- Solar Panels are to be used for minimizing the electricity cost.
- The maintenance of computer, software, and hardware and internet facility is given to expertise persons on contractual basis.
- The safety and security of the campus is to be maintained by the Day and Night security Guards.

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