Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities

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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.

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.

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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.

Maintenance of 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 quite necessary 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.

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.

- 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 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.
- 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.

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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 coordinated from the English Department, which caters to the need of all the departments.
- 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.
- Laboratories of the departments function under the strict control of the respective departmental heads.
- A Library Management Committee is constituted 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 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.
- Security point of view gate keepers/ 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.

Signature of the IQAC Coordinator

Signature of the Head of the Institution

(Dr. Sanjay Kanti Das)

Coordinator, IQAC

Lumding College

Lumding, Hojai, Assam.

Co-ordinator
IQAC
Lumding College
Lumding, Hojai, Assam

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(Dr. Mrinal Kanti Paul)

Principal

Lumding College

Lumding, Hojai, Assam.

Principal
Lumding College
Lumding, Hojai, Assam