

**PROCEDURES AND POLICIES FOR MAINTAINING AND
UTILIZING PHYSICAL, ACADEMIC AND SUPPORT
FACILITIES - LABORATORY, LIBRARY, SPORTS
COMPLEX, COMPUTERS, CLASSROOMS ETC.**

**KAMPUR COLLEGE
KAMPUR, NAGAON, ASSAM
PIN-782426**

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.

There are some established mechanisms which evolved and applied for maintaining and utilizing the physical, academic and support facilities of the college under the guidance of IQAC and Governing Body of the college.

- a) Maintenance and Utilization of Physical Facilities:** The Construction Committee of the college which is constituted in line with the directives of UGC mentors the major construction/renovation works. The Planning and Purchasing Committee is also constituted which collect the requirements from different departments, Cell/Centre, office etc. The committee also looks after the overall condition of the existing facilities (both Physical and Academic) and gives suggestion for necessary repair and replacement. For this purpose committee also prepare an overall budget for the coming academic session and same is placed before Governing Body for approval and follow-up actions.
- b) Maintenance and Utilization of the Library:** Every year Librarian of the Central Library of the college collects the list of required books from the every departments through the HOD. There is a Library Committee which is responsible for making necessary purchases as per recommendations received from the various teaching departments of the college. The committee also periodically supervises the functioning and management of the library. The Library Committee conducts one orientation programme on the eve of each academic session for the new comers. To ensure the return of books from the students' end, it is made compulsory for the students to collect 'Library Clearance Certificate' before end semester examinations.
- c) Maintenance and Utilization of Sports Facilities:** The Sports Committee takes the overall responsibility of proper use and maintenance of different sports facilities of the college like Badminton Court, Volleyball Court, TT Court, Kabaddi Court etc. The concerned secretaries of KCSU and Teacher-in-charge of both Indoor Games and Outdoor Games take the initiative of various sports activities inside as well as outside the college premises. The Sports Committee of the college also makes necessary purchases as per recommendations of the indoor and outdoor Games secretary of the college.

- d) Maintenance and Utilization of IT Facilities:** The IT Committee of the college makes the necessary purchases as per recommendations received from the various teaching departments Centres and administrative office. Monitoring and maintenance of the computers is done regularly and non repairable systems are disposed of when it comes to the notice. The IT committee maintains a stock register of the IT infrastructure of the college and is responsible for timely upgradation of the IT resources as and when necessary.
- e) Student Support and Welfare:** There are some Sub- Committee/Centres like Canteen Committee, Anti-Ragging Committee, Health Awareness and First Aid Centre, Stress Management Centre which works for welfare of the students' community when needed. The Health Awareness and First Aid Centre of the college provides necessary first aid treatment to the students during college hours. The Stress Management centre conducts 'Yoga Session' for the students in association of the IQAC and NCC unit of the college. Apart from this the IQAC conducts orientation programme annually on the eve of every academic session and acquaints the students about the infrastructural and academic facilities of the college. Academic support to the students is also provided by conducting tutorial session and remedial classes.



Principal
Kampur College, Kampur