

**INSTITUTIONAL USES
AND
MAINTAINENCE POLICY
FOR
PHYSICAL, ACADEMIC
AND
SUPPORT FACILITIES**



**KAMARBANDHA COLLEGE
GOLAGHAT, ASSAM-785625**

2021-22

Sail
Principal
Kamarbandha College
Golaghat

Section 1: Physical facilities

- (i) Auditorium
- (ii) Digital conference Halls
- (iii) Sports and games facilities
- (iv) College canteen
- (v) Campus and toilet/washroom

Section 2: Academic facilities

- (i) Classrooms
- (ii) Digital class room, computer lab
- (iii) College library
- (iv) Departmental library

Section 3 : Support facilities

- (i) Computer
- (ii) Printers
- (iii) Internet
- (iv) LCD Projector
- (v) Health Centre
- (vi) Students Grievance and Redressal Cell (SGRC)
- (vii) National Service Scheme (NSS)
- (viii) Red Ribbon Club (RRC)
- (ix) National Cadet Crops (NCC)
- (x) Placement Cell
- (xi) Incubation Centre


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Section I: Physical facilities

Auditorium: The auditorium with a maximum 300 seating capacity and double stage option.

Digital conference Halls: A digital conference hall with 40 sitting capacity. The nodal person for monitoring and maintenance of the library hall by library Assistant.

Sports and games facilities: One open field; games like football, badminton, cricket are played on the court and volleyball court inside the college campus. Games and sports monitoring and functioning is given to the sports officer, sports cell.

College canteen: A bamboo based canteen is on the college campus. Near about 30 sitting capacity in the canteen. The canteen is run by college alumni Chitra Dutta. Monitoring of the functioning and maintenance of the canteen is governed by the canteen committee.

Campus and toilet/washroom: Our fourth grade employees are engaged in day to day cleaning of the campus (including classroom , office room, teachers common room etc.) and toilet/washroom are cleaned by hired sweeper .

- Waste products are given to Kabadiwala.
- The Campus beautification matters inside the campus.

Section II: Academic facilities:

- Classroom: Kamarbandha College has 14 classrooms with well equipped furniture and teaching aids. College has 4 grade IV employees engaged in maintenance of the buildings. They maintain the cleanliness of the rooms.
- Digital Classroom : One digital classroom.
- College Library-
LIBRARY RULES:
- Working hours: The library remains open on all the working days except on National and Gazetted Holidays as under:
 1. a. Semester Period: Monday to Saturday: 9.00 AM to 4:00 PM.
b. Vacation period: Monday to Saturday 10.00 A.M. to 4.00 PM.
- c. Working hours of Circulation Counter and Stock Room: The circulation counter and the stock room remain open from 9.00 A.M. to 4.00 P.M. during the semester period and from 10.00 A.M. TO 4.00 P.M. during vacation period. The readers will be extended the privilege of direct access to the general Sock Room. Readers are not to shelve the books taken out by them for circulation. They should instead, either hand them over to the library attendant on duty or place them out on the table lying there.

2. Admission to the Library:

a. Any person eligible to become a member of the library if he/she gets admission in the course of the college. All the teaching and non-teaching staff of the college become members of the library. Even the temporary staff of the college can be the member of the same with due permission of the Principal of the college.

b. On entering the Library every student shall be required to write legibly his/her name, class Roll no in the register specially provided for the purpose. Such a signature will be taken as an acknowledgement that the member agrees to abide by the Library rules.

c. All personal belongings except purses and notebooks shall not be allowed to be carried with the readers beyond the issue counter. These should be kept at the property counter.

d. The users should keep silence within the Library.

e. Pets such as dogs, cats etc. should not be admitted to the Library.

3. Procedure for privileges of the members:

a. Each member will be provided with one Library Card which is not transferable at the time of enrolment.

b. Membership of a student will remain valid till he/she remains to get his/her roll number for appearing in their final semester examination of an academic year.

c. A student can take a maximum of 2 books at a time for 15 days. On the otherhand, teachers can Issue 3 books at a time for 20 days and non-teaching staff can borrow a maximum of 2 books for 20 days.

d. The members cannot sub-lend the books to others issued from the Library.

e. If the books are not returned on due dates, an overdue charge of Rs.2.00 per book per day will be charged for the period the books are kept beyond the due dates. The Librarian shall have the power to remit such overdue charges.

f. In case, any book is lost or injured by the member, they will have to replace the book or will have to pay double of the price of the book as a cost of replacement.

g. Reference books, Rare books, periodicals and Newspapers may not be issued except with the written permission of the Librarian.

h. The books may be renewed if the same book is not in demand by other readers. The renewal will be done generally on the physical presentation of books.

i. If the reader loses the library card, a fine of Rs. 50.00 will be charged and duplicate cards will be issued to the concerned readers. The loss of the card must be reported to the Librarian immediately.

J. A member will obtain a clearance certificate from the college library after returning all the books issued, surrendering the Library card and after paying all the outstanding dues.

4. General Rules:

1. The Librarian/Library Committee shall have the power to refuse the issue of a book to any member or Librarian may recall any book without assigning any reason.

2. The readers must behave in a civilized manner. The Librarian may expel any person if the presence of such a person is liable to create law and order situation.

3. The readers are liable for punishment and fine if they either misbehave or damage the books or any other property of the library.

4. No person entitled or permitted to use the shall mutilate, disfigure, deface by writing in the margins, by under-lining sentences, by marking passages or by damaging in any other way a book, periodical or any other property of the Library.

5. The Librarian reserves the right to suspend / cancel the membership privilege of any members found misbehaving with the Library staff or for any other indecent behavior. Such a member is *also liable to be expelled from the Library.*

6. The Library rules may be altered or amended or new rules may be added to the existing ones with due advice from the library committee and amended with due permission from the governing body of the college.

- **Departmental library-**

- i) Stock and issue register is maintained by the department library in charge of the concerned department.

- ii) Books of those libraries may be collected through voluntary donation by the stakeholders (including teacher, students, alumni etc)

- iii) Books may be issued for a short term only.

- iv) The number of departmental libraries is eight.

Section III: Support facilities

- **Computers.** All the faculties ensure that the computers are -

- i) Strictly utilized for official purposes (academic and administrative) only.

- ii) Protected through good antivirus

- iii) Not used for storage of personal / unofficial data.

- iv) Preferably password protected.

- v) Digital classroom computer to be used during class hour/ seminar presentation or other Conference, workshop. Access by students is not permitted.
- vi) The computers in the computer lab are permissible to access for the students.
- vii) The computers in the office of the principal, library, IQAC office is permissible to access for assigned and designated staff only.

● **Printers-**

- i) Printing of official documents is to be kept at the minimum extent.
- ii) All the official printing works are to be done individually, preferably in draft mode.
- iii) Printing/ photocopying of personal documents are not enclosed in the office, library and IQAC office printers.

Numbers of computers are as given below:

Place/site	No of Computers	Numbers of printers
Principal office	01	01
College office	01	01
IQAC office	01	01
Library	02	01
Computer lab	10	00

● **Internet:**

- i) Use of internet facilities is strictly for academic and administrative purposes.
- ii) Students can also make use of the internet facility in the computer lab for the purpose of preparing project reports and home assignments.

● **Website updating and maintenance –**

- i) All issues regarding website updating and maintenance falls under the purview of the website management committee.
- ii) For uploading all the documents, events, notices etc. are done by the faculty member of computer science along with IQAC.

iii) Photos / Reports generated after conclusion of the events are to be send for website

upload through college whatsapp group, Kamarbandha College home, Kamarbandha

College teaching and college mail id kamarbandhacollege2012@gmail.com.

- **LCD Projector:** College has one LCD projector in the digital classroom and another projector in the classroom 6 donated by Alumni Association. The access is permissible for faculty members and other resources when necessity arises.

- **Health Centre:** Kamarbandha college health centre committee which is constituted by the principal in consultation with IQAC. The minimum facilities in the health centre are –one bed, wheel chair, BP apparatus and saline stand.

- **Students Grievance and Redressal Cell (SGRC):**
 - i) All grievances of the students must be lodged offline (in drop box/ suggestion box) and online mode (www.kamarbandhacollege.com)
 - ii) The members of SGRC are maintained by the principal in consultation with the IQAC. Students.

- **Career Counseling and Guidance Cell (CCGC):**
 - i) CCGC organizes career counseling and guidance programmes at different times.
 - ii) The number of CCGC is nominated by the principal in consultation with IQAC.

- **National Service Scheme (NNS):**
 - i) NSS provides opportunity to the students to take part in various community services, social activities and programmes led by the government.
 - ii) The NSS of Kamarbandha College is registered on 07/01/2022
 - iii) The NSS programme officer and the members are nominated by the principal in consultation with the IQAC.

- **Red Ribbon Club (RRC):**
 - i) RRC was up in-25/02/2021
 - ii) The activities of RRC are coordinated by the committee constituted by the principal in consultation with IQAC.

- National Cadet Crops (NCC):
 - i) NCC Girls and NCC boys are constituted in the College in 2017 and 2019 respectively.
 - ii) NCC take part in various training programme, organize programme in and outside the camp on different issues.
 - iii) The NCC is constituted by the Principal in consultation with IQAC.
- Placement Cell:
 - i) Kamarbandha College placement cell was set up in 2022.
 - ii) The main objectives of the placement cell are to organize various campus drive and data collecting of placement of outgoing students.
 - iii) The cell is constituted by the principal in consultation with IQAC.
- Incubation Centre:
 - i) Incubation centre for entrepreneur development was inaugurated on 25/11/2022.
 - ii) The centre is established by the principal in consultation with IQAC.


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