

Procedures and policies for maintaining and utilizing facilities Session: 2019-20

The distribution and utilisation of the available financial resources are attuned for maintenance of the facilities through the committees constituted for this purpose.

PLANNING BOARD

Procedures and policies for utilizing and maintaining various facilities, proposal for new construction, alterations in any part of the building are planned properly by this board.

Construction Committee

The Committee of the College looks after additions and alterations in any part of the building. The College takes the services of PWD, Assamas and when when required for the purpose.

Laboratory Facility

Holistic use of laboratory equipment is explained through Orientation Programme conducted by *Science Society* and also prominently displayed as posters in the laboratories. Each department has its own guidelines for use of laboratory facility.

Swachata Committee

A committee with a Nodal Officer, two Assistant Nodal Officers and three members supervise the cleanliness of the campus. Apart from those members, 18 members of non-teaching staff have been permanently engaged to keep the campus clean.

Sports Facility

The institution has MoU with Kokrajhar District Sports Association (KDSA) which maintains all sports facilities and training facilitating sports potential of the college.

College Canteen

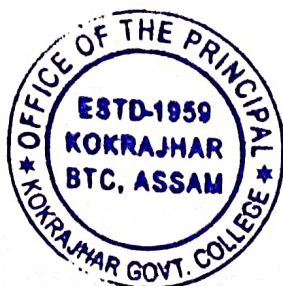
College has a well ventilated, spacious canteen for the students as well as the teachers. The Canteen is managed on contractual basis. The flexibility of the price of the canteen is under the college authority. The authority makes sure that the students can enjoy fresh, healthy and delicious foods at the best affordable price.

Hostel Management

The College provides minimum facilities in the matters of utensils, furniture, newspapers but not electricity bulb to individual students for study/ reading purpose. Details of hostel rules and regulations, management system and mess system are elaborated in the Hostel Bulletin, which is provided to the selected candidates during admission to the College.

Library Facility

A student can borrow books from the library on production of Library Cards, which are issued to the students after admission. For smooth functioning of the library, there is a Library Advisory Committee. The Library Card issued to the students remains valid for one academic year. A student can borrow books for a maximum period of 14 days from the date of issue. The Library maintains Entry register and Visitor diary keep the record of the number of every day user. It also Provides tips regarding preservation and conservation of documents and study materials. Outside reader can use the library with due permission from the Librarian. But they are provided only with reading and photocopying facilities.



B. B. Bha
Principal i/c
Kokrajhar Govt. College
Kokrajhar