

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers and classrooms etc.**

Jorhat College (Amalgamated) has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

### **Maintenance of library:**

For maintenances of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. For enriching of the library, the committee procures some good publications from national and international publishers. The library committee organizes reading sessions and competitions among students and teachers, appeals to and organizes students, teachers, alumni, guardians to donate books.

### **Maintenance of the laboratory:**

The laboratory equipments, specimens, and other necessary chemicals are purchased by the office of the principal and purchase committee as per the requirements of the teaching departments of the college. The Science students of the college as well as those of five associate schools are taught and trained about the use and maintenance of laboratory items.

### **Maintenance of the sport facilities:**

Students' union sport secretary and his/her advisor takes the responsibilities of the maintenances of the sport facilities. The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the sport secretary and the advisor of the Student Union of the college. The college authority purchases them by calling quotations from the reputed sport outlets. Periodically necessary steps have taken by the authority to develop the sport activities of the students. A pavilion has also been made for the students

within the campus, so that the students can enjoy the events of sports week, organised in the college. Some of the sports items are kept in boys'/girls' common rooms/ union room and given out for use of students under the monitoring of the Sports cum common room secretaries. Students with excellence and achievements are publicly felicitated and also supported financially to the extent possible.

#### **Maintenance of Computers and IT facilities:**

The office of the principal decides about purchasing necessary IT equipments as per recommendations received from the departments of the colleges and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary. There is an ICT cell in the college which looks after the maintenance of the computers and facilities. Few part-time employees are also entrusted with use and maintenance of these facilities.

#### **Classroom facilities:**

The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements are found the purchase committee are appraised of the requirements. The purchase committee makes the purchases after approval from the Principal. There are projectors in as many as eight classrooms, besides smart classrooms.

#### **Student support and welfare:**

In the college campus, there is a good environment for the benefit and welfare of the students. Various sub committees are in the college to support services, student welfare and to meet their needs. The principal is the chairperson of all sub committees besides the students union. There is a **canteen committee** for maintenances of the college canteen and to ensure the healthy and hygienic food for the students as well as the other members of the college.

**The hostel sub- committee** looks after the hostel facilities for the borders in the college campus. The girls' hostel in the college campus with 46 (forty-six) girls has a warden, one matron and a night chowkidar. The hostel management committee ascertains smooth

administrative functioning of the hostels as well as tries to maintain a homely environment for its borders.

For the welfare of the students, there is a **medical cell** in the college and one medical officer is appointed by the college authority as per a memorandum of understanding. The medical cell conducts a **Health Day** for each and every student of the college, with a very good team of doctors from Jorhat. There is a separate medical room for the medical officer with a bed and other first-aids. Medical cell is campaigning on some health-related aspects like use of generic name of medicine, alcoholism, consumption of tobacco and its affects among the students etc. It also propagates against the use of Chemical pesticides, insecticides, weedicides, and last but not the least medical terrorism.

The body of **GSCASH (Gender Sensitization Committee against Sexual Harassment)** is also formed for the welfare of the students. They have organized many talks and discussions on burning topics of gender issues and tries to sensitize the girl students as well as the boys against gender discrimination, health issues etc. There are at least three female student representatives in the student body. It may be mentioned here that 33% reservation for women has been implemented in the students' union for the last three years. The posts are reserved on rotation. Apart from the 3 reserved posts, women/girl students are elected in other non-reserved posts. The **students mentoring system** is related to stress management of the students and make some counselling sessions to the needy students. There is a **Yoga centre** in the college and they conduct Yoga sessions for students which is a good step for stress management also. Along with the Yoga centre the **gymnasium** also provide various facilities of physical exercises with a good stock of equipments. For the bike riders there are **two bike stands** in the campus and four pillars are constructed with sitting arrangement for the students. The campus has two **foot path** for the students, the longest one with tin roof. The campus has many dustbins as healthy practices of Sachhata or cleanliness.

The NSS unit maintains the social services within the campus and outside it.

There is a **central announcement system (Public Address System)** in the Principal office for any urgent notification to the students. The authority and the respective departments have made observations of National and State level occasions, so that the students of the college can participate, directly or indirectly, in the process of peace and harmony, unity and development of the Nation.

### **Academic Support:**

The college is affiliated to Dibrugarh University, Assam. The college has an elaborate academic support mechanism. All the departments follow the syllabus of Dibrugarh university for the U.G. Level. The examination system is very systematic and transparent. The mid semester examinations are conducted by a committee. The committee ensures setting of question papers, evaluation of answer scripts of each department.

An examination committee is appointed by the principal in each end semester examination and they are engaged in smooth conduction of examination, sending answer scripts to the respective zones under university, verification of the internal assessment and any other issues related to the examination.

The authority engaged many part time and guest lecturers in addition to the regular teachers for the benefit of the students.

Academic support of the students is also provided by the faculty exchange programme within and outside the college. The remedial classes are also engaged for the students as an academic support.

Distance Education facility is also provided to the U.G. and P.G. levels under Dibrugarh University and Krishna Kanta Handique State Open University. Assam.

In the admission process the college has followed the Constitutional provisions of reservation as well as rule of the State Government regarding free admission to those students, who belong to below poverty line (BPL).

The **Samarth portal** also plays a vital role in providing academic support to the students.

The students are provided the **question papers of previous years** in the website.