

B N COLLEGE, DHUBRI, ASSAM



INFRASTRUCTURE USAGES AND MAINTENANCE POLICY



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OFFICE OF THE PRINCIPAL
B.N. COLLEGE :: DHUBRI :: ASSAM

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Principal

No. B. N. C/

Date

DECLARATION

I hereby declare that all the information given and documents submitted are true to the best of my knowledge and belief.



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Infrastructure Usages and Maintenance Policy

B. N. College, Dhubri, Assam

Introduction:

B. N. College, Dhubri, Assam covers an area of 54632.56 sq. meter spreading over large greenery. The entire area is divided having the college building/infrastructure, hostels, college field, garden, college pond etc. The college owns and operates an extensive infrastructure to deliver its teaching, learning, research, co-curricular and administrative activities.

Significance of the Policy:

The Infrastructure Usages and Maintenance Policy aims to provide basis for optimum use and maintenance of available resources in the college campus. This will result in a quality learning and working environment for students, faculty and staff. Central coordination of facility allocation will ensure that facility is used effectively and efficiently and maintained properly.

Infrastructure Usages Policy:

The college has constituted/formulated certain guidelines that need to be followed. The guidelines are,

1. To Establish standard procedures for the use of physical and academic facilities.
2. To properly scheduling of all types of activities without any hindrance.
3. To Provide a consistent, effective and efficient approach towards scheduling and usage of facilities.
4. To Increase the degree of communication and coordination among the stakeholders for efficient and effective scheduling of college facilities.
5. To Increase the awareness among stakeholders towards facility use for activities and events to be organized in the college.
6. To optimize the use of college facilities.

This policy is intended to cover the following types of facilities available in the college.

- **Classrooms:** Effective classroom scheduling is of utmost important to attend the academic mission of the college. This scheduling enables students to attend classes and prepare their plan accordingly. It also helps the faculty members to arrange their own schedule. This scheduling policy enables the college to utilize institutional

resources efficiently. This policy also provides guide to start new courses and programs by taking into account the current utilization of space and availability of space for new programs. Most of the classrooms are specifically used for academic classes. This process is applicable to all departments that schedule classes on the college campus.

The Class Routine Committee of the college is entrusted to plan the classroom scheduling. Requirement of classrooms are decided by the vice-principal, who is also the convenor of the Class Routine Committee. The time table is designed so that the available classrooms are used optimally. Classroom use is the time in which the room is occupied for academic classes. Classroom are not used for other academic activities/events during the hours of academic classes. The committee also ensures that classes are placed in appropriately sized classrooms i.e. according to the capacity of classroom and student strength of class.

Sometimes academic events like students' programs, invited lectures, career guidance and placement activity, science exhibitions, poster/model competitions etc. scheduled in the classrooms. Prior permission must be taken by organizers from the Principal of the college for such activities. Permission will be given to use the classroom so that it should not conflict with academic classes' schedule.

- **Laboratories:** College laboratories are rooms used for regularly scheduled practical classes that require special purpose equipment, experimentation, observation by the students. The college has Physics, Chemistry, Botany, Zoology, Computer Science, Statistics and Psychology laboratories. The students are divided into batches and practical sessions are arranged batch-wise.

The time schedule of the batches is planned by the Class Routine Committee and conveyed to head of the department. Departments are encouraged to assign and configure assigned laboratory space to maximize utilization.

- **Research:** Research space is normally allotted to faculty members undertaking research activities or research projects. The space in the department is allocated for special equipment or laboratory infrastructure, research scholars under approved research guides and externally funded research projects. Research spaces are

reallocated depending on changes in levels of research activity within departments, or by individual researchers. This reallocation of space permits the college to meet the space requirements of new emerging areas of research, purchasing of new research equipment and reduce the space of research activities that have declined over the time.

- **Administrative Office:** These spaces are rooms/cabinets assigned to one or more individuals on a regular basis with furniture and other equipment and used by administrative and support staff. These include single or multiple-occupancy rooms for Principal, Vice Principal, administrative staff as well as rooms such as conference rooms, computer rooms for administrative use, toilets, etc. Administrative space is allocated to individuals based on need; on the size and complexity of departmental operations.
- **Library:** The central library of the college is comprised of reading room, stack, online resource room, reference room, book bank, seating room for librarian, assistant librarian. Reading room contains seating arrangement for students to study during allotted time. Library space contains stacks which is the space used to house arranged collections books and other educational materials for use as a study resource. The library space also contains equipment or materials like computers, CD, DVD that are used as learning aids.
- **Conference Room:** Conference room is allotted for meetings of Governig body, academic council and other committees.
- **Seminar Room:** The college has one fully equipped seminar hall. The seminar hall is allotted for activities, namely, workshops/conferences, invited lectures for students and staff, faculty seminar, placement drives for students. Prior permission must be taken by the respective department/person for organization of activities to avoid any conflict.
- **Video Conference Room:** The college has one fully equipped video conference room to organize online progrmme for students and staff with institute in distant place.
- **IQAC Room:** The room is allotted for IQAC office activities, meeting and documentation purposes.
- **Gymnasium, Common Field/Court and Sports facilities:** Two separate fully equipped gymnasium rooms are available for gents and ladies. The schedule of gymnasium is decided by the trainer in consultation with Sports and Cultural committee and the Principal. The college has a large open field. In addition to that,

Badminton court and basketball court are available in the college. The college has necessary sports accessories, like, cricket ball-bat, football, badminton racket-feather, carom, ludo etc.

- **Garden:** The College has a beautiful garden and a nursery of its own.
- **Sanitation & Drainage:** The college has well planned sanitation and drainage facility connecting all the nook and corners of the campus.
- **Hostels:** The college has two hostels each for boys and girls. The hostel rooms are equipped with necessary furniture.
- **Equipments:** The college owned equipment such as computers, LCD projector, printers, audio-visual and are to be operated under the supervision of head of the departments. The college is also the owner of all laboratory equipment purchased using different funds. For practical work equipment are purchased by the college and kept to the departments. The head of the department has authority to allot the equipment to internal users. For equipments under research grants the Principal Investigator (PI) whom funding agencies sanctioned the project is authorized to initiate requests for the purchase of equipment for his/her project. The PI should ensure that all terms and conditions are followed while acquisitions of equipment and should take all required approvals for equipment purchase from authorities. The movement of equipment from college campus to an off-campus sites is not allowed. However, if the PI is transferred from the college to other colleges during research project time period, permanent movement of equipment to that college is allowed with prior permission of funding agency.

Maintenance Policy

The college has its well planned maintenance policy so as to the smooth functioning and all-round development of the college. The college has constituted/formulated certain guidelines that need to be followed. The guidelines are,

1. Allocating fund in the annual budget in the beginning of the financial year
2. Maintenance of assets on periodic basis to keep these functional.
3. Develop a plan for continuous evaluation of college campus facilities to ensure that college facilities are up to date and ready to use.
4. Establishment of MoU with service provider

- **Maintenance of Building and Physical Infrastructure:** Renovation, alteration and improvement of the existing academic and support buildings as required to accommodate new or reformed programs is decided by the Principal with approval of Governing Body. Exterior and interior painting of the college building is scheduled on a recurring basis.
- **Maintenance of IT and Electrical Infrastructure:** The college hire computer technician or electrician for technical needs and replacement/repair purposes. The register is maintained to note down the requests come from head of departments, faculty and staff. Requests are taken care immediately, wherever possible.
- **Maintenance of Laboratory Equipment:** Heads and faculty members of the the departments are accountable for proper use of laboratory equipment. Head of department will take care as and when the maintenance/repairing of equipment is necessary. In case of major maintenance/repair, the principal is communicated. After getting permission the vendor/technician repair the equipment and after inspection of repairing the payment will be made to the vendor/technician.
- **Maintenance of Furniture:** The college authority seeks feedback from faculty and staff regarding their requirements to ensure that we maintain existing classrooms. The items like blackboards/green boards, fittings and furniture are identified and renewed as and when required.
- **Routine Maintenance:** College has appointed sweepers for day-to-day cleaning of classrooms, offices, corridors, entrances, internal road, toilets, libraries, laboratories, IQAC rooms, stairs etc. Windows are cleaned periodically. The gardens are maintained by *mali* appointed by the college. The MoU has been established with Dhubri Municipal Board for bi monthly pick up the garbage generated in the college premises.