



OFFICE OF THE PRINCIPAL  
**PUB-KAMRUP COLLEGE**

P.O.- BAIHATA CHARIALI  
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**POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS**

The college ensures optimal allocation and utilization of the available facilities and resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose. The colleges utilizes grants as per the requirements and interest of the students. Respective departmental heads are entrusted with the duty of maintaining the laboratories. The record of accounts is maintained by the accountant of the college.

**Library:** The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Library committee and forwarded to the Principal for final approval. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.

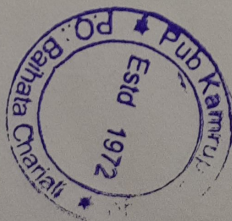
**Sports:** There is a UGC-funded indoor stadium in the college where various sports activities takes place. The college has a system of deputing two sports in-charges; one of which is responsible for monitoring minor games equipments and activities and other is for major games. One temporary person is appointed for maintenance of infrastructure facilities. Major games and Minor games Secretary of the Students' union Body place the requirements of equipments before their teacher in-charge and accordingly the teacher in-charge fulfils their requirements.

**Computer and Internet facilities:** The College has annual maintenance contract with third party organization. This organization provides professional if any technical issue arise. The college has more than 130 computers as per the data collected in 2018-19 with a number of LCD projectors. Many computers are fitted with LAN facility. Whenever any issue arises the concerned department HOD informs it to the HOD of Computer Science. He is entrusted with the task of mediating between the Departments and the Principal in matters of technicalities.

**Classrooms:** Classrooms are maintained centrally by the college authority. For looking after the classrooms, the college has appointed grade-IV staff. The routine committee and admission committee as well as the Academic cell monitor the physical conditions of classrooms and whenever necessary they report to the principal.

**Electric equipment:** For maintenance of electrical equipment the college has a contract with electric firms which when required sends experts for repairing and installation works.

**Additional:** The college takes utmost care for maintaining cleanliness and hygiene. The college has specific employees for the maintenance of cleanliness and hygiene. There is a regular cleaning of water tanks, proper garbage disposal, landscaping and maintenance of lawns done by the institute's concerned employees. The NSS unit of the College cleans the campus time to time. College campus maintenance is monitored through regular inspection. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-fi and broadband.



*B.S. 10/7/2018*  
Dr. B. K. Devchoudhury  
Principal  
Pub Kamrup College  
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