

4.4.2 – Procedure and policies for maintaining and utilizing physical, academic and support facilities:

1. **Laboratory:** All the departments, under Science stream, viz., Physics, Chemistry, Botany, Zoology, Geography, Computer Sciences, Mathematics and Statistics have well equipped Laboratory facilities. These laboratories undergo up gradation from time to time as and when required. The primary users of these laboratories are the students of the respective departments. These laboratories are managed and maintained by the supporting staff of the concern departments. The college authority takes adequate steps for renovation of these laboratories as and when required to meet the necessities as per revision of the courses.

2. **Library:** The central library, a state-of-the-art two storey building covering an approximate area of 14,000 sq. ft, is one of the largest college libraries in Assam. The library is rich enough with more than 50,000 text books & references and sufficient number of E-Books, Journals, E-Journals, Digital Database, CD & videos. The library is partially automated with an LMS, namely, SOUL. The functioning and regular updating of this software is looked after by the Librarian with the help and support of technical experts from outside. The library stock of books and their circulations are regularly maintained by an experienced staff under the supervision of the librarian. The library has a Book-Bank centre comprising of approximately 3000 books for support of poor and needy students.

3. **Computers:** The College has five computer laboratories equipped with more than 200 computers altogether. Apart from that, each department is allotted with a computer to carry out student oriented works and for official correspondences. Moreover, each of the employees in the Principal's office is provided with a PC. Most of these computers are provided with internet facility through a central Wi-Fi system. Both hardware and software maintenances of these computers are carried out, on a regular basis, by technical expert appointed by a local computer farm as per the contract signed by the college with the farm.

4. **Classrooms:** The College has 40 classrooms with diverse seating capacity. Maintenance of the existing wooden desk -benches is a common issue. During semester breaks repairing of the damaged furniture along with doors and windows are taken up. Besides, 4 classrooms have interactive whiteboard, 3 have interactive smart board (1 each in conference hall, computer

classroom and BBA classroom) and all the classrooms have Wi-Fi connectivity. There is one Language Lab in the library building. The classrooms are well ventilated and have sufficient number of lights and fans. The college authority handles the maintenance of all the classrooms including daily cleaning to cleaning before re-opening of college after semester breaks, repairing and replacement of electrical appliances to wooden furniture from time to time. It is worth mentioning that 200 pairs of desk benches, kept in the college auditorium, come useful during examinations. The auditorium accommodates a grand number of examinees so that regular classes for others are not hampered. For electricity back-up, the college has two generators with capacity 40 KVA and 10 KVA. Moreover, solar panels are installed over the roof of the auditorium which has an on-grid capacity of 5 KVA. These heavy duty Generators are maintained by personnel from service centers of respective companies.

5. Playground: The College, because of its vicinity to Tinsukia District Sports Association (TDSA), can utilize the playground of the later on rent basis to hold various outdoor games and sports during Annual College Week. The students who join in team events, e.g., Football. Cricket, can practice in TDSA playground and can get coaching by enrolling themselves as a regular player. However the college has a volleyball ground in its premises. Indoor games like Badminton, Table tennis are held in the auditorium, designed and structured for multipurpose uses. Even power lifting, that falls in the category of iron games are held in the auditorium. The College has a 15 station Gymnasium where interested students can practice Bodybuilding and Weight Training under the supervision of a trainer. The stock of various sports accessories, musical instruments, loud speaker and sound system, etc., is maintained by the college authority. The Gymnasium is maintained by the participating students themselves under the supervision of the trainer. But in case of any repairing or replacement of any constituent part technical experts from the supplying firm are engaged.

6. Hostel : The Tinsukia College Girls' Hostel stands at the north-east part in the college premises occupying a land area of $1\frac{1}{2}$ *Bigha* and surrounded by high walls. Earlier the hostel had a seat capacity of 150. In the year 2015 the hostel underwent a massive renovation process to meet the present demand with enhancement in seat capacity, construction of a big dining hall with kitchen, installation of running water system and better toilet facility. The hostel boarders are consoled by uninterrupted power supply. For smooth running of the hostel the college authority appoints a lady Teacher, from the institution itself, as warden of the hostel. The hostel is well maintained by a strong staff comprising of

one matron, two cooks, two helpers and a Chowkider. The warden supervises all matters including availability of basic amenities, food supply and food quality, medical care, etc. In case of solving any major issue the warden seeks help and support from the college authority.

The Boys' hostel is situated in a place named 'Gelapukhuri' at a distance of 4 kilometer towards the north of the college covering an area of 5 Bigha. Currently the hostel is vacated as it undergoing extension and renovation under the supervision of Hostel Renovation Committee headed by the Principal of the college.

7. Canteen: The College Canteen lies in the heart of the college campus. It is a well equipped and well furnished facility with separate arrangements for teachers and students. Hot and tasty snacks along with hot and cold beverages are served in reasonable rate. There is a canteen Management Committee that decides the person or firm to whom the contract is to be given to run the canteen. The committee also monitors other matters related to the canteen, e.g., quality of food & their rates, repairing and maintenance, etc.

8. Auditorium: The College auditorium is a huge structure covering an area of more than 1000 Sq. Mt. with a sitting capacity of more than 1000, erected in the college campus. Attached to the auditorium, there is a multi storied building. While the ground floor configures the stage for the auditorium the other floors on the top accommodate some of the Arts departments above the. The chairs are not fixed on the floor since the auditorium is designed for multipurpose use. The college authority takes all necessary steps for proper maintenance of the auditorium.