

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities of Nowboicha College 2019-2020**

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received as per the requirements in the interest of students. Record of maintenance account is maintained by the accountant and supervised by the Head of the institution. The requirement and list of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing a new ideas regarding library enrichment. To ensure return of books, No Dues from the library is mandatory for students before appearing in exam. Other issues such as weeding out of old titles, schedule of issues / return of books etc. are resolved by the Library Committee. Regarding the maintenance of sports equipment, the college sports in charge is deputed. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other things. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of park by the college employees. Upkeep all facilities and cleanliness of environment in the college and Girls Hostel is maintained through College Monitoring Committee. Outsourcing is done for maintenance and repairing IT infrastructure such as computers, internet facilities including Wi - Fi and broadband. Outsourcing is done for the maintenance of wooden furniture, electrification and plumbing.