

**HANDBOOK OF  
INSTITUTIONAL USAGE  
AND MAINTENANCE  
POLICY (LAID DOWN  
PROCEDURES)**



**GOLAGHAT COMMERCE  
COLLEGE,**

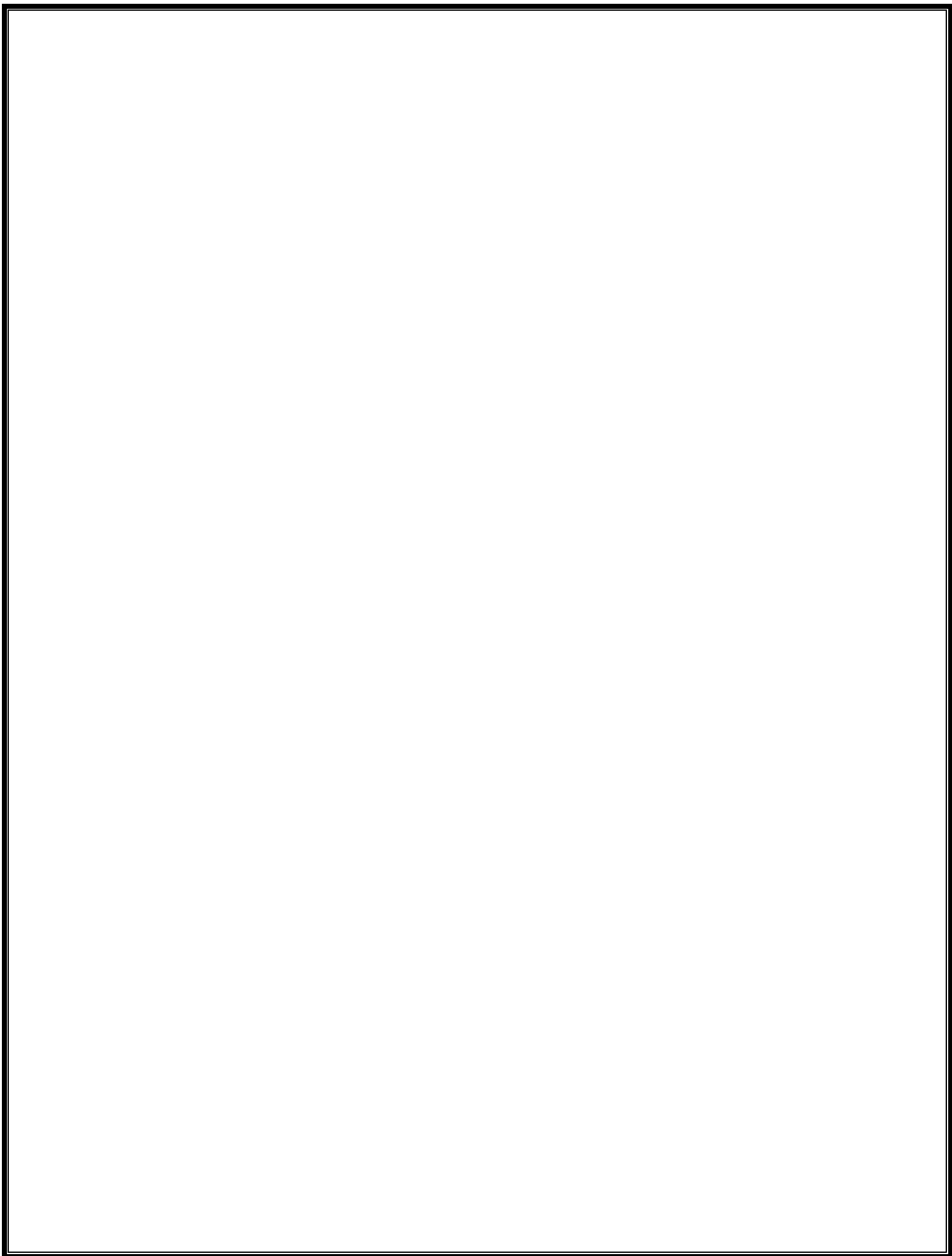
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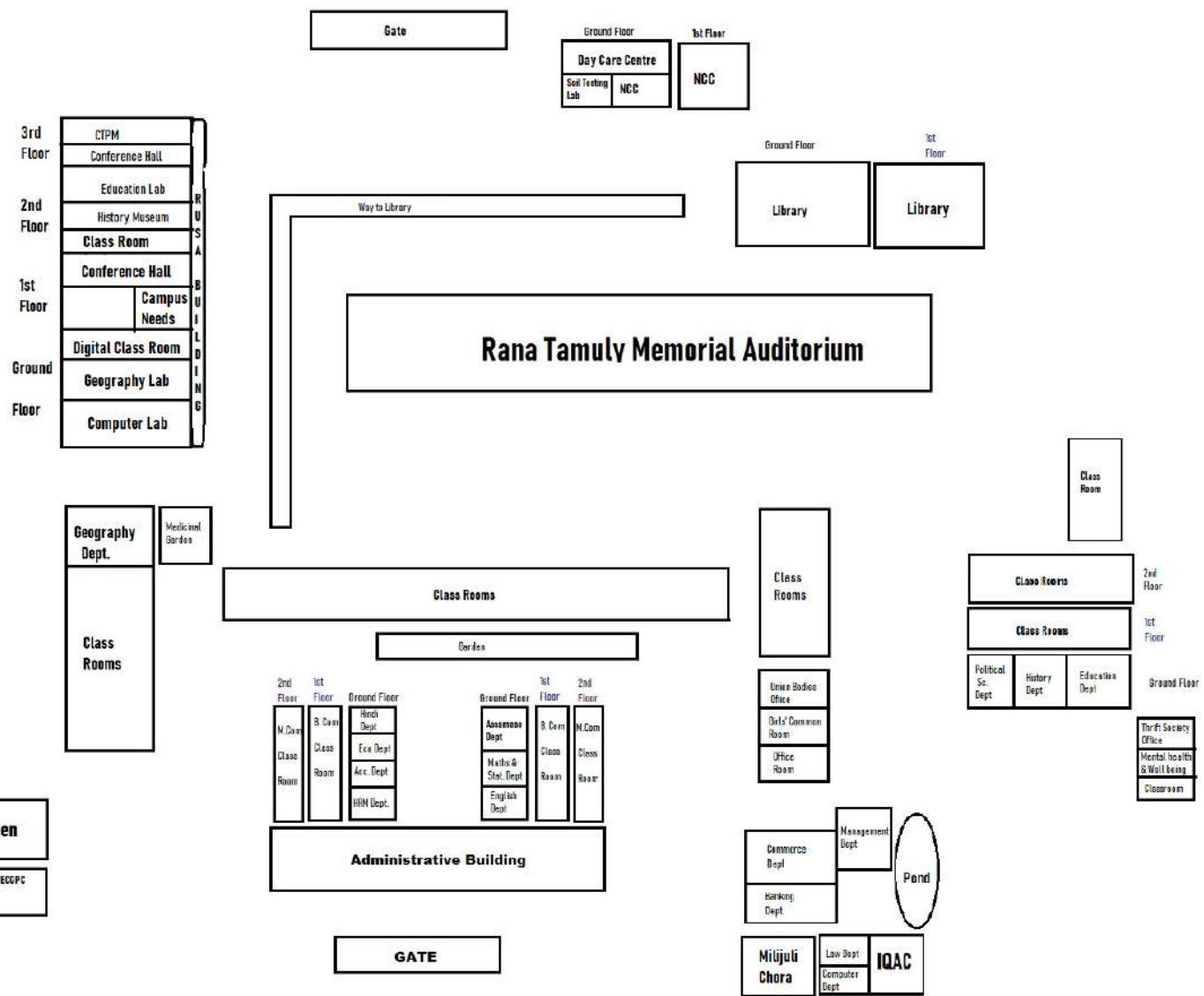
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Picture : Structure of the College

# **SECTION I: PHYSICAL FACILITIES**

Estate Officer

Modalities for physical facilities

Record Room

Events/Meeting Hall

Sport Centre

Campus Needs (an IQAC initiative)

History Museum

Toilets and Washroom

Electrical Infrastructure

Hostel (Boys and Girls)

Soil Testing Laboratory

Infrastructure facilities for specially abled

## **OFFICE OF THE ESTATE OFFICER**

The Estate Officer is responsible for supervising the following three units:

1. **Office of the Estate Officer (OEO):** All movable and immovable properties of the institution are under the sole control of OEO. The OEO shall remain under the direct supervision of the Principal, Golaghat Commerce College, Golaghat.
2. **Records Room (RR):** Single storage point of all printed records and official files that have no current use
3. **E-Waste and Electrical Storage Room (EESR):** Single storage point for all e-waste and electrical items

### **Duties/ Functions/ Responsibilities of the Estate Officer:**

1. To administer the management and maintenance of the water supply system within the college campus.
2. To sustain the green ambience of the college campus through various measures like plantation, weeding, gardening etc.
3. To supervise the maintenance of the medicinal plant, garden and valuable trees.
4. To oversee the management and maintenance of the collegepond.
5. To look after the management and maintenance of the rainwater harvesting unit, Vermi Compost Unit Day Care Centre and Rest Room, E-Waste and Electrical Storage Room and Solid Waste Management.
6. To supervise the collection and disposal of plastic waste.
7. To keep records of all movable properties and immovable properties that enter and being taken out of the college campus through a stock register/specified format.
8. To maintain a specified format/ Stock Register of all material distribution amongst the various units of the college.
9. To maintain the cleanliness and hygiene of the various blocks/ buildings located within the college campus.
10. To oversee construction/repairing/renovation of the various blocks/ buildings located within

the college campus.

11. To supervise the management and maintenance of all furniture housed within the various blocks/ buildings of the college campus.
12. To administer the management and maintenance of the power distribution system of the college campus, including solar light.
13. To supervise the management and maintenance of all electrical, electronic and mechanical equipment within the various blocks/ buildings of the college campus.
14. To undertake all liaison works with local statutory bodies like Golaghat Municipal Board (GMB), Assam State Electricity Board (ASEB), Internet Service Provider (ISP), Circle Office, etc.
15. To supervise implementation of Annual Maintenance Contracts (AMC) pertaining to cleaning works, carpentry works, plumbing works, electrical works, electrical equipment (including transformers, air conditioners, etc.), electronic equipment, fire extinguishers, telephone, etc.
16. To arrange for procurement of various materials which may be required for different purpose that are within the purview of duties/ functions/ responsibilities of the EO.
17. To prepare and submit bills related to any of the activities as stated above to the competent authority for necessary payment to be made thereof.

**Modalities for various movable properties that enters the college campus:**

1. The EO oversees all the equipment/ materials procured or otherwise that are being brought inside the college campus for various downstream usage
2. EO shall record the details of all such materials in a specified format

**Modalities for various movable properties that exits the college campus:**

1. The EO is set forth about all the equipment/ materials that are taken out of the college campus for various purpose like repairs, replacement, etc.
2. Equipment/ materials that are brought in by empanelled contractors and which are meant for usage during various construction/ renovation works shall not be required to be

accounted though the EO

3. EO shall record the details of all such materials in a specified format

**List of items authorized to be purchased by the OEO:**

1. **Electrical items/ accessories:** Air Conditioner, Fan (Ceiling/ Table/ Stand), Bulb (LED/ LCD/ Tube/ Incandescent), Switch, Socket, Regulator, UPS, TV, Refrigerator, LCD TV, Projector, etc.
2. **Electronic items/ accessories:** Computer, Printer, Keyboard, Mouse, Scanner, Ink Cartridge, Anti-Virus Software, etc.
3. **Stationery items/ accessories:** Printing paper, File cover, Adhesive, Stapler, various Pins (Stapler/ Wall/ Push), Gem clip, Pen, Pencil, Eraser, Ruler, Stamp pad, Stamp ink, Thread roll, etc.
4. **Classroom items/ accessories:** White Board, Black Board, Chalk, Whiteboard Marker, Duster, Notice Board, etc.
5. **Hardware items/ accessories:** Water tap, PVC/ Steel/ Iron pipe, Pipe fittings, etc.
6. **Furnishing items/ accessories:** Desk, Bench, Chair, Table, Cabinet (Steel/ Wooden), Showcase (Steel/ Wooden), Drapery, Floor mat, Towel, etc.
7. Special items/ accessories, laboratory equipment/ apparatus requisitioned by the various departments from to time to time

**Modalities for management and maintenance of the various blocks/ buildings:**

- a. Arrange to oversee that all classrooms and verandahs (not under the jurisdiction of any particular department) are properly cleaned at regular intervals by the cleaning personnel; maintenance of classrooms and verandahs located within the departmental premises of various academic departments shall remain under the purview and jurisdiction of the department concerned
- b. Arrange to oversee that all toilets/ bathrooms (except those under departmental jurisdiction) are properly cleaned at regular intervals by the cleaning personnel
- c. Arrange to see that no window/ door is left open or electrical appliances in power on position in the classrooms/ office rooms (except those under departmental jurisdiction) at



the end of the day after office hours

- d. Arrange to ensure that no furniture is left outside the different rooms (except those under departmental jurisdiction)unattended
- e. Arrange to stockpile all broken furniture generated within the campus, in one single location and arrange to dispose off the same (through auction or any other mechanism) after proper consultation with the Principal/ PurchaseCommittee
- f. Arrange to inspect the various blocks/ buildings at regular intervals (as specified by the ConstructionCommittee)
- g. Arrange to approve the draft estimates through the Principal/ Construction Committee (as the case maybe)

**Modalities for management and maintenance of the various blocks/ buildings:**

- 1. Entrust onus to ensure that campus, all classrooms and verandahs (not under the jurisdiction of any particular department) are properly cleaned at regular intervals by the cleaning personnel; the cleanliness of classrooms and verandah under departmental purview shall remain under department jurisdiction.
- 2. Entrust onus to ensure that all toilets/ bathrooms (except those under departmental jurisdiction) are properly cleaned at regular basis by the cleaningpersonnel.
- 3. Entrust onus to ensure all toilets/ bathrooms (except those under departmental jurisdiction) are properly cleaned at regular intervals by the cleaningpersonnel
- 4. Entrust onus to ensure that no furniture is left outside the different rooms (except those under departmental jurisdiction)unattended
- 5. Entrust onus to oversee that no window/ door is left open or electrical appliances in power on position in the classrooms/ office rooms (except those under departmental jurisdiction) at the end of the day after office hours
- 6. Entrust onus to ensure that the generator is switch on/off on disruption of electricity supply by ASEB and arrange for availability of diesel at all hour
- 7. Entrust periodic inspection of various blocks/ buildings at regular intervals (as specified by the ConstructionCommittee)

8. Arrange to stockpile all broken furniture generated within the campus, in one single location and arrange to reuse/dispose off the same (through auction or any other mechanism) after proper consultation with the Principal/ PurchaseCommittee
9. Ensure approval of the draft estimates through the Principal/ Construction Committee (as the case maybe)

**Modalities for management and maintenance of all furniture housed within the various blocks/ buildings:**

1. To organize purchase of new furniture as requisitioned by the PurchaseCommittee
2. To organize the fix/repair of any broken furniture housed within the various blocks/ buildings
3. To organize for periodical painting/varnishing of such furniture as and whennecessary
4. To prepare draft estimates in connection with the tasks as indicatedabove
5. To approve the draft estimates through the Principal/ Purchase Committee (as the case maybe)
6. To accomplish the tasks as specified above through any arrangement as specified by the Principal/ PurchaseCommittee

**Modalities for management and maintenance of all electrical, electronic and mechanical equipment fixed/ housed within the various blocks/ buildings:**

1. To inspect the various electrical, electronic and mechanical equipment fitted in the various blocks/ buildings at regularintervals.
2. To make judicious or efficient usage of all equipment as mentionedabove
3. To prepare draft estimates for repairs/ replacements as and whennecessary
4. To approve the draft estimates through the Principal/ Purchase Committee/Construction Committee (as the case maybe)
5. To accomplish the tasks as specified above through any arrangement as specified by the

Principal/ PurchaseCommittee

**Modalities for management and maintenance of the green ambience of the campus:**

1. To inspect the campus area at regular intervals and prepare draft proposals for weeding/ plantation or any othermeasure
2. To employ daily wage laborers for cleaning of the campus as and whennecessary
3. To supervise the gardener for regular watering of the plants and garden as and whennecessary
4. To prepare draft estimates for the tasks as indicatedabove
5. To approve the draft estimates through the Principal/ Campus Development Committee (as the case maybe)
6. To accomplish the tasks as indicated above through any arrangement as specified by the Campus DevelopmentCommittee

**Modalities for management and maintenance of the college pond:**

1. To undertake periodical weeding along the borders of thepond
2. To undertake measures for breeding and selling of fish in the collegepond
3. To prepare draft estimates for the tasks as indicatedabove
4. To approve the draft estimates through the Principal/ Fishery Maintenance Committee
5. To accomplish the tasks as indicated above through any arrangement as specified by the Principal/ Fishery MaintenanceCommittee

**Modalities for management and maintenance of the water supply system:**

1. To supervise the various units of the water supply system in the various blocks/ buildings at regularbasis
2. To ensure the cleanliness the various units of the water supply system in the various blocks/ buildings at regularbasis

3. To make judicious usage of water resource in the various outletpoints
4. To prepare draft estimates for repairs/ replacements as and when necessary
5. To approve the draft estimates through the Principal/ Purchase Committee/ Construction Committee (as the case maybe)
6. To accomplish the tasks as specified above through any arrangement as specified by the Principal/ Purchase Committee

**Modalities for management and maintenance of the rainwater harvesting unit:**

1. To supervise the functioning of the rainwater harvesting unit at regular basis
2. To make judicious usage of the harvested rainwater for the proposed uses
3. To prepare draft estimates for repairs/ replacements as and when necessary
4. To approve the draft estimates through the Principal/ Purchase Committee/ Construction Committee/ Rain Water Committee (as the case maybe)
5. To accomplish the tasks as specified above through any arrangement as specified by the Principal/ Purchase Committee

**Modalities for management and maintenance of the Vermi Compost Unit:**

1. To supervise the functioning of the vermi compost unit at regular basis
2. To make judicious usage of the vermi compost for the proposed uses
3. To supervise the packaging, storing and marketing of the product
4. To prepare draft estimates for repairs/ replacements as and when necessary
5. To approve the draft estimates through the Principal/ Purchase Committee/ Vermi Compost Committee (as the case maybe)
6. To accomplish the tasks as specified above through any arrangement as specified by the Principal/ Purchase Committee

**Modalities for management and maintenance of the Green House:**

1. Green House facility available nearby Vermi Compost Unit is to be coordinated through the Green Committee.

2. To supervise the functioning of the green house at regular basis
3. To make judicious usage of the green house unit
4. To prepare draft estimates for repairs/ replacements as and when necessary
5. To approve the draft estimates through the Principal/ Purchase Committee/Green House Committee (as the case maybe)
6. To accomplish the tasks as specified above through any arrangement as specified by the Principal/ Purchase Committee

### **Modalities for management and maintenance of the E-Waste and Electrical Waste Room**

1. To supervise the functioning of the e-waste and electrical storage room at regular basis
2. To ensure collection of e-waste from every department/ office/ section/ unit of the college at regular intervals
3. The record of collected waste items shall be maintain in a standard proforma
4. To prepare and approve the draft estimates for sale through the Principal/Purchase Committee (as the case maybe)
5. To accomplish the tasks as specified above through any arrangement as specified by the Principal/ Purchase Committee

Amount collected through disposal shall be deposited in the college office against proper receipt at the earliest

### **Modalities for management and maintenance of the Day Care Centre and Rest Room**

1. To supervise the functioning of the day care centre and rest room at regular intervals
2. To prepare draft estimates for purchase/repairs/replacements as and when necessary
3. To approve the draft estimates through the Principal/ Purchase Committee/Day Care Committee (as the case maybe)
4. To accomplish the tasks as specified above through any arrangement as specified by the

Principal/ PurchaseCommittee

### **Modalities for management and maintenance of the Mental Health and Wellness Counselling Centre**

1. To supervise the functioning of the mental health at regularintervals
2. To prepare draft estimates for purchase/repairs/replacements as and whennecessary
3. To approve the draft estimates through the Principal/ Purchase Committee (as the case maybe)
4. To accomplish the tasks as specified above through any arrangement as specified by the Principal/ PurchaseCommittee

### **Modalities for management and maintenance of the Solid Waste Management**

1. To supervise the functioning of the solid waste management at regularintervals
2. The dead leaves collected through sweeping the campus area are segregated and put in garbage bags and disposed off to the vermicomposting plant of the college.
3. The college has arranged Dustbin in every corner of the buildings
4. To stockpile the solid waste into bio degradable and non-bio degradable and dispose on it at regular intervals
5. To approve the draft estimates through the Principal/ Purchase Committee/Solid Waste Management Committee (as the case maybe)
6. To accomplish the tasks as specified above through any arrangement as specified by the Principal/ Solid Waste Management Committee

### **Modalities for liaison works with local statutory bodies:**

1. To pay all consumer bills related to electricityconsumption
2. To pay land revenue of the college estatearea
3. To pay Municipal/ Panchayat taxes

## **RECORDS ROOMS**

1. The Records Rooms are under the supervision of the Estate Officer
2. Files and records of the college office and approximately about 10 years old are stored in this rooms in a systematic manner for any probable future reference

## **EVENT/ MEETING HALLS**

1. A nodal person is appointed to supervise the availability of dates for requirement and usage of any hall and Conference room
2. For requirement and usage of any hall and Conference room, it is required to apply to the nodal person of the concerned hall, on a standard format
3. Allocation of the halls and Conference room are made on first-come-first-served-basis, subject to availability on the required dates
4. The organizing parties are responsible for proper and appropriate usage of the hall and conference room
5. All banners/ flex displayed inside the halls by the organizing parties must arrange to remove the same immediately after the conclusion of the events

### **A. Auditorium (Rana Tamuly Memorial Auditorium):**

This air-conditioned Hall of 4800 sq. ft. with a maximum seating capacity of approximately 500 intended to be used for holding various meetings, talks and other miscellaneous presentations.

#### **Nodal person for monitoring and maintenance of the hall:**

**Ms. Anamika Hazarika**

**Vice Principal**

**Golaghat Commerce College, Golaghat**

## **B. RUSA Building**

### **a. Conference Hall (First Floor):**

This air-conditioned hall of 1360 sq. ft. with a maximum seating capacity of approximately 100 intended to be used for holding various meetings, talks and other miscellaneous presentations

### **b. Conference Hall (Third Floor):**

This air-conditioned hall of 1360 sq. ft. with a maximum seating capacity of approximately 100, is intended to be used for holding various meetings, talks and other miscellaneous presentations

### **c. Open Air Auditorium**

This open-air auditorium 2000 sq. ft. with a maximum seating capacity of approximately 300, is intended to be used for holding various meetings, talks and other miscellaneous presentations

**Nodal person for monitoring and maintenance of the hall:**

**Dr. Pranjali Pratim Dutta**

**Coordinator, IQAC**

**Golaghat Commerce College, Golaghat**

## **SPORT CENTRE**

### **a. Gymnasium Centre (GC)**

1. In order to acquire membership of the gymnasium by the students, teaching and non-teaching staffs are required to fill up the Membership Enrolment Form and submit it to the gym in charge with the requisite fee.
2. The gymnasium instructor shall be responsible for the general cleanliness and hygiene of



this facility

3. The overall maintenance of the gymnasium equipment will be monitored by the gymnasium in charge
4. If any equipment is damaged due to mishandling by any user, it will have to be replaced by the userconcerned
5. Use of Tobacco, Pan, Gutkha, Alcohol, Smoking and any other prohibited items are strictly prohibited inside the gymnasium centre
6. No food and drinks are allowed at workout area
7. User should keep the personal belongings at user's risk
8. No user is allowed to tamper with the electrical switch and gadgets of the gymnasium facilities
9. Users shall be dressed in appropriate manner
10. Timings for students: Morning: 6am – 8 am, Evening: 5pm – 6.30pm  
Timing for teachers: Evening: 6.30 pm – 8pm
11. Keys of the GC will be at the disposal of the gymnasium In-charge and the Office of the Principal.

**b. Indoor Stadium**

1. The coordinator of Indoor Stadium shall be responsible for the general cleanliness and hygiene of this facility
2. The overall maintenance of the sports items will be monitored by the coordinator
3. If any sports item is damaged due to mishandling by any user, fine will be imposed on the userconcerned
4. Use of Tobacco, Pan, Gutkha, Alcohol, Smoking and any other prohibited items are strictly prohibited inside the indoor stadium
5. No food and drinks are allowed inside indoor stadium
6. User should keep the personal belongings at user's risk
7. No user is allowed to tamper with the electrical switch and gadgets of the indoor stadium

8. Users shall be dressed in appropriate manner
9. Keys of the indoor stadium will be at the disposal of the indoor stadium coordinator and the Office of the Principal.

**c. Playground**

1. The in-charge of playground shall be responsible for the general cleanliness and hygiene of this facility
2. Permission must be obtained from the in-charge to use the playground
3. The overall maintenance of the playground will be monitored by the in-charge
4. Two-wheeler and Four-wheeler are strictly prohibited inside the playground
5. Use of Tobacco, Pan, Gutkha, Alcohol, Smoking and any other prohibited items are strictly prohibited inside the playground
6. No food and drinks are allowed inside playground
7. User should keep the personal belongings at user's risk

**d. Sports Infrastructure**

1. Sports and Games Committee shall be the In-Charge of the Sports infrastructure.
2. In-Charge of the Sports infrastructure will be assisted in day to functioning by the GCCSU Secretaries in charge of Major Sports and Minor Sports.
3. Separate Stock Register of sports items will be maintained by the Sports Committee.

**Nodal person for monitoring and maintenance of the Sport Centre:**

**Mr. Srimanta Prasad Hazarika**

**Physical Instructor**

**Golaghat Commerce College, Golaghat**

**CAMPUS NEEDS (An IQAC Initiative)**

1. An agreement has been signed with a wholesaler for supply of stationary items for the store.
2. Proper record of in and out of stock is maintain by the In-charge

3. A person has been appointed for the functioning and cleaning of the store

**Nodal persons for monitoring and maintenance of the Campus Needs:**

**Dr. JuntiDuarah,**

**HOD and Assistant Professor, Department of Hindi**

**Mr. Sasanka Saikia,**

**Assistant Professor, Department of Accountancy**

**Golaghat Commerce College, Golaghat**

## **HISTORY MUSEUM**

1. The history museum is an initiative of history department of the college to preserve our culture and heritage
2. The in-charge shall be responsible for the general cleanliness of this museum
3. A register is to be maintained for record keeping of all items preserved/displayed in the museum
4. A visitors' register is to be maintain by the in-charge
5. An application has to be submitted to the in-charge for visiting the museum
6. Visitors to the museum are permitted only by the in-charge
7. The museum has been designed as self-guided tour
8. Visitors are not allowed to touch any items in display
9. Feedback is to be obtain from each visitor
10. Visitors and students are allowed to visit the museum from 10 am to 3 pm
11. Keys of the history museum will be at the disposal of the museum in-charge and the office of the Principal

**History Museum In charge**

**Ms. Jyotirupa Bora**

**HOD and Assistant Professor**

**Department of History**

**Golaghat Commerce College, Golaghat**

## **RUSA BUILDING**

1. The RUSA building comprises of three storied building.
2. The Computer Lab and Geography Lab are in the ground floor, the maintenance of which is monitored by the respective departments
3. The Conference Hall, Digital Classroom and the Campus Needs are located in the first floor of the RUSA building, the maintenance of the rooms are undertaken by the respected in-charge
4. The second floor comprises of Classroom (ICT), Education Lab and History Museum, the maintenance is supervised by the respective in-charge and departments.
5. The third floor comprises of Conference Hall and CTPM, the maintenance of the rooms is supervised by the respective in charge.

## **TOILETS AND WASHROOMS**

1. For day to day cleaning of the toilets a sweeper and cleaner is appointed
2. Toilets are cleaned on a periodical basis during the day, at regular intervals

## **ELECTRICAL INFRASTRUCTURE**

1. For fixing/ maintenance of all minor electrical problems an electrician is employed by the college, who is required to be available in the campus on a 24-hour, particularly during the working days
2. During electrical load shedding, the electrician is assigned the task of running the diesel generator set; he is in charge of monitoring and maintenance of this generator set
3. Any malfunctioning of electrical equipment within the jurisdiction of all departments must be communicated to the Principal in writing by HODs and the Principal undertakes necessary rectification steps accordingly
4. If electrical accessories/ parts are available within the college stock inventory, the electrician shall arrange to utilize the same for fixing up the problems and the HODs shall give a written

statement in this regard

5. If electrical accessories/ parts are required to be purchased from the market, the HODs shall arrange to purchase the same with his/ her own resources and later get it reimbursed from the office

6. For matters falling outside the purview of the HODs, the electrician shall give a tentative estimate of required electrical accessories/ parts to the Principal who shall get it purchased through official procedure

## **HOSTEL (BOYS & GIRLS)**

### **• Hostel Rules and Regulations**

1. Student should read the rules before signing the application form (A copy of rules is attached with the application form)
2. Rules to be displayed in the hostel
3. Complaint form/Register to be provided to students.
4. Any cleanliness matter to be brought to the notice of the Campus Administrator/ Rector.
5. Mess to be informed about non-availability of students.
6. The gate to be closed after 6.00 pm. in summer and 5.00 pm in winter
7. In and Out register shall be signed by the students.
8. Inspection to be done by Hostel Committee and supervisor.
9. Suggestion Form to be provided
10. Suggestion Box to be provided in the hostel premises.
11. Attendance of the students in the hostel will be taken strictly by 7.00 pm.
12. Any late comer will have to sign in a separate register.
13. Use of Tobacco, Pan, Gutkha, Alcohol, Smoking and any other prohibited items are strictly prohibited

### **• Admission Process**

1. Provisional admission will be given in the hostel based on academic performance

2. Application form with attached two passport size photographs will be submitted to the Warden for hostel accommodation
3. Admission form for hostel accommodation has to be endorsed by the admission committee

• **Fixtures**

1. All furniture and fixtures in the rooms allotted to students shall be cared for properly.
2. Students shall also be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
3. Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the occupants of the hostel.

### **SOIL TESTING LABORATORY**

1. It is an initiative of college in association with NETA, Golaghat
2. Soil samples through NETA office and other small growers is accepted
3. The price range for soil testing varies from Rs. 100-350 depending on types of tests conducted
4. The reports of test are generated and dispatched within 1 week

### **INFRASTRUCTURE FACILITIES FOR DIFFERENTLY ABLED**

1. The rest rooms for differently abled persons are available in the college campus
2. The toilet facilities for differently abled persons are available in the college campus.
3. No other individual is permitted to avail the infrastructure facilities
4. Walker, wheelchair and other amenities are also available in the college

# **SECTION II: ACADEMIC FACILITIES**

CLASSROOMS

LABORATORIES

COLLEGE LIBRARY

DEPARTMENTAL LIBRARIES

EXAMINATION CONTROLROOM

## **CLASSROOMS**

The college authorizes all the departmental HODs to watch over all the classrooms. For that purpose, the HODs of every department have to closely monitor that-

1. The classrooms fall under their departmental jurisdiction are kept clean and tidy
2. All the desks and benches in the classrooms should be kept in proper manner
3. Fourth grade employees assigned by the authority, are to undertake the mentioned tasks and have to perform their duties accordingly

## **NON-ICT CLASSROOMS**

1. It is the duty of Routine Committee (constituted by the principal) of the college to allocate all the classrooms for holding daily classes
2. The examination committee will allocate the rooms for smooth conduction of academic examinations conducted by Council and University
3. Principal of the college will formulate respective examination committees, who are responsible for holding non-academic examination conducted by external agencies/organizations
4. The external agencies/organizations, willing to conduct non-academic examination in the college, have to submit an application in advance to the principal. College rooms will be allocated for the same on first-come-first serve basis, subject to availability on the respective date
5. The interested parties willing to hold examinations of non-academic purpose shall have to pay Centre fee to the college. The fees can be paid in cash to the Assistant Officer in Charge of the examination committee and also can be deposited in the bank account of the college
6. The Assistant Officer In-Charge of the non-academic examination committees must ensure that the furniture (desks and benches) of the examination halls is properly arranged after completion of the examination.



## **ICT- ENABLED CLASSROOMS (INCLUDING SMART CLASSROOMS):**

1. The department to whom ICT-enabled classrooms are allocated is to determine the conduction of classes and other academic activities.
2. Apart from some special cases, these rooms cannot be used for conduction of examinations.
3. Using of ICT-enabled rooms is strictly prohibited for conducting non-academic examinations.

## **LABORATORIES**

HODs of all departments shall ensure that –

1. All laboratories under their jurisdiction must be kept clean and tidy
2. Desks, benches, materials and equipment in the laboratories are to be kept in order
3. Fourth grade employees/ laboratory bearers attached with the departments be properly instructed to undertake the above tasks to the satisfaction of all concerned
4. All users adhere to the directions given in the statutory display boards (mobile restriction/ energy saver reminder/ laboratory instructions) in every laboratory room
5. Visitors and children are permitted to enter the laboratories under proper supervision and guidance only.
6. The following guidelines are designed
  - to ensure optimum safety conditions inside the labs
  - to ensure protection against various forms of injuries

The above guidelines are enforceable at all times by authorized departmental personnel only. Students who do not follow these guidelines are liable for dismissal from the lab and other disciplinary action as deemed fit.

### **GENERAL GUIDELINES FOR LABORATORIES**

- Entrance to a laboratory is specifically permitted for any intended use by the departmental head/ teachers/ lab in-charges/instructors

- Before entering to the laboratory, students must be well acquainted with any experiment
- Students should not perform unauthorized/ unscheduled experiments
- Students must perform any activity/experiment strictly under the supervision of teachers/ lab in-charges/instructors
- All written instructions (displayed) and verbal instructions given by the concerned teachers/ lab in-charges/instructors must be stringently followed by all students
- Equipment/ instruments/ materials/ tools should not be touched unless instructed by the concerned teachers/ lab in-charges/instructors
- Visitors entry to any lab must be supervised and guided by teachers/ lab in-charges/instructors.
- For experimental work in the lab other belongings must not be allowed
- Food and beverages should not be brought inside or consumed inside the lab
- Cell phones must be put it silent mode and not used while working in the lab
- Equipment/ instruments/ materials/ tools inside the lab must be handled carefully and for the purpose for which it is intended
- Equipment/ instruments/ materials/ tools must be checked before the start of any experiment; damaged, cracked and defective equipment/ instruments must be reported immediately to the concerned teachers/ lab in-charges/instructors
- Malfunctioning of equipment/ instruments and accidents/ breakages during the course of any experiment must be reported immediately to the concerned teachers/ lab in-charges/ instructors
- Equipment/ instruments/ materials/ tools that were used in the lab for the conduct of any experiment must be returned in clean and good condition at the end of the practical sessions, and kept in the proper designated location if trans-located during the conduct of experiments
- Lab area must be left in a clean condition at the end of practical sessions

## **LANGUAGE LABORATORY:**

- Functioning, maintenance and monitoring of this lab is coordinated through a HODs.
- HODs of all departments shall ensure that –
- All language laboratories under their jurisdiction must be kept clean and tidy
- Desks, benches, computer, materials and equipment in the language laboratories are to be kept in order
- All users adhere to the directions given in the statutory display boards (mobile restriction/ energy saver reminder/ laboratory instructions) in every laboratory room
- Students who do not follow these guidelines are liable for dismissal from the lab and other disciplinary action as deemed fit.

## **GENERAL GUIDELINES FOR LANGUAGE LABORATORIES**

1. Entrance to a language laboratory is specifically permitted for any intended use by the departmental head/ teachers/ lab in-charges/instructors
2. Before entering to the language laboratory, students must be well acquainted with any activities
3. Students should not perform unauthorized/ unscheduled activities
4. Students must perform any activities strictly under the supervision of teachers/ lab in-charges/instructors
5. All written instructions (displayed) and verbal instructions given by the concerned teachers/ lab in-charges/instructors must be stringently followed by all students
6. Equipment/ instruments/ materials/ tools should not be touched unless instructed by the concerned teachers/ lab in-charges/instructors
7. Visitors entry to language laboratory must be supervised and guided by teachers/ lab in-charges/instructors.
8. Belongings must not be allowed in the language laboratory
9. Food and beverages and cell phone should not be brought inside the language laboratory
10. Wearing of shoes inside the language laboratory is strictly prohibited

11. Equipment/materials/ tools inside the language laboratory must be handled carefully and for the purpose for which it is intended
12. Equipment/ materials/ tools must be checked before the start of any activity; damaged, cracked and defective equipment/ instruments must be reported immediately to the concerned teachers/ lab in-charges/instructors
13. No web browsing is allowed in the language lab
14. Malfunctioning of equipment/breakages during the course of any activity must be reported immediately to the concerned teachers/ lab in-charges/ instructors
15. Equipment/materials/ tools that were used in the language laboratory for the conduct of any activities must be returned in clean and good condition at the end of the practical sessions, and kept in the proper designated location if trans-located during the conduct of activities.
16. Language Laboratory area must be left in a clean condition at the end of practical sessions

## **LIBRARY**

1. The college Library remains open from 09.00 a.m. to 05.00 p.m. on weekdays (except Sundays and Holidays prescribed by Dibrugarh University). It is also kept open during the examinations and semester breaks of the college.
2. At the main entrance of the college library, two property counters are there, where all the visitors/users have to hand over their personal belongings for e.g., bags, backpacks, books, umbrellas, parcels, attaches, portfolios, etc. to the library staff. Bar code enabled library card should be displayed by the students to make entry inside the library and to record their attendance.
3. Users are not allowed to bring any food inside the reading room of the library.
4. Users have to set apart the valuable materials like currency, ornaments, mobile phones, other electronic gadgets, etc. before dropping the bags at the Property Counter. In case of any loss or damage, the library authority will not be held responsible for that. The bona fide members can avail the facility of Property Counter only during their stay within the library premises.

5. Students should be in proper college uniform and also have to bring the College Identity Card before making an entry inside the library premises.
6. It is obligatory for the visitors to maintain complete silence inside the library premises; Users should keep their mobile phones, and other audio and video devices in silent mode.
7. Students are allowed to bring class note books and copy books only after proper checking at the entry point. However, students cannot bring personal books inside
8. Users should keep the books on the reading table after use. The library staff will arrange these books in proper manner in respective shelves, stacks or almirahs.
9. It is the duty of the borrowers to make sure that the books they want to borrow are in proper condition. If any defect is found it should be reported to the library staff immediately. The borrower will be held responsible for any kind of damage detected at the time of return and shall have to compensate for the same
10. Users should abstain from dog earring the pages, marking or writing, tearing of pages, etc., of books issued. Otherwise, it will be considered as damages to the books and it will come under serious offence.
11. Users can bring personal laptops inside the library only after taking prior permission from the librarian. However, they have to make sure that it does not cause any disturbance to the other users. The library also offers the free wi-fi connection subject to the condition that the computers and internet should be used only for academic purpose. The library also provides free access to different e-resources.
12. Disciplinary action will be taken to any user in case of going out of the library with any book or other resource/ material without taking permission from the library staff or issuing the book in his/her name and if caught to be involved in tampering with any book.
13. All the library facilities will be withdrawn from the users if they violate library rules
14. Students and other users are entitled to borrow books as follows:
  - H.S/U. G /P. G students can borrow 2 books at a time
  - Teaching/Non-teaching staff can borrow 5 books at a time
15. Every student is issued a bar code enabled library card for issue and return of the library books.

16. Students need to report to the Librarian immediately in case of loss or misplace of Library card. Rs. 20 will be charged for issue of duplicate Library card.
17. Generally, the college library issues books to the students for 15 days; after completion of 15 days, re-issue facility is provided for another 15 days
18. Users failing to return the borrowed book (s) or other resources within the specified period i.e., on or before the due date, have to pay late fine of Rs.1 per day for per book.
19. Constant irregularity in returning books by any member may lead to suspension of library membership
20. The college library also provides book bank facility to meet the demands of the readers.
21. The library conducts Orientation programs for the new users on a periodical basis
22. Users are not allowed to borrow Encyclopedias, dictionaries, periodicals, newspapers and other reference materials
23. The borrowers will be held responsible for loss or damage of library materials during the period of loan and have to compensate for the same
24. The borrowers have to return all the books borrowed by them in case of suspension of library membership
25. If requires, the Librarian may recall any book(s) from any user before completion of stipulated time period of lending.
26. The college library preserves the right of not issuing the library the books which are of maximum demand and have limited copies
27. The membership of N-LIST is available in college library. The users can access the same by collecting User Ids and passwords from the Librarian
28. Library Advisory Committee supervises all the matters related to the library
29. Digital lab of the library adjacent to the main stack room is open for all the users
30. Reprographic and printing facility is provided to the users at a cheaper rate as compared to the market.

## **DEPARTMENTAL LIBRARIES**

1. Departmental libraries are to be maintained by the concerned departments. Collection of books and other materials, usage, issue etc. should be properly done by the department itself
2. Department may collect the books through voluntary donation from different individuals, retired faculty of the department, serving faculty members of the college, alumni and from students
3. Departmental library provides short-term borrowing facility to students and faculty members of the respective department
4. A register is maintained to keep records of all the books and other important materials of the departmental library. One faculty from the department concerned will act as departmental librarian-in-charge for this purpose.

## **ADMISSION PROCEDURE**

1. The admission committee is entrusted with the responsibility of the smooth functioning of the admission procedure through offline and e-governance.
2. The students must collect the admission form and prospectus from the college office.
3. The students who wish to take admission through online must register himself/herself through college website and afterward can access prospectus.
4. The student must submit the duly filled up form along with relevant documents on stipulated time as notified the college.
5. The admission into the college is made strictly on the basis of merit and is governed by the college admission rules.
6. The admission committee's decision regarding admission is final and binding.
7. Any pressure or interference from any quarter for the admission of a particular student will result in a forfeiture of the claim.
8. The admission committee shall prepare a list of selected students representing all categories of applicants and the list will be displayed in the college notice-board.
9. When the number of applicants exceeds the seat capacity, the admission committee may prepare a waiting list.

10. The admission committee shall fix and notify the last date of admission into the various courses.
11. After the last date of admission, if any seat remains vacant, it will be filled up from the applicants named in the waiting list. This will also be on the basis of merit.
12. The date of commencement of classes will be as per the directions of Assam Higher Secondary Education Council and Dibrugarh University.
13. Students seeking Honours/Speciality in different subjects will be selected on the basis of Merit/Selection Test

## **EXAMINATION CONTROL ROOM**

1. Examination control room is designed to facilities the various examination committees to conduct exams and for the entire durationof the concernedexaminations
2. For storing various examination-related documents and papers (except confidential documents) of the concerned examinations, by the various examination committees during and after the examinationperiod the steel/ iron cabinets/ almirahs of this room are to be used
3. The stationary items required in the examination process is kept under the supervision of Assistant officer In-Charge
4. Before the onset of the concerned examinations, the Assistant officer In-Charge/s of the respective examination committees shall take the key (s) of the steel/ iron cabinets/ almirahs of the Examination Control Room from the Principal, which shall remain in his/ her/their personal custody for the entire duration of the concernedexaminations
5. At the conclusion of the concerned examinations, the Assistant officer In-Charge/s of the concerned examination committee shall hand over the key (s) back to the Principal, along with concerned examinationpapers
6. Persons not concerned with the examination works should not unnecessarily enter the Examination Control Room for purposes other than connected with the concernedexaminations



# **SECTION III: SUPPORT FACILITIES**

COMPUTERS

LCDPROJECTORS

PRINTERS &PHOTOCOPIERS

INTERNET

INSTITUTIONAL WEBSITEUPDATING ANDMAINTENANCE

## **COMPUTERS**

1. All the Head of the departments shall make certain that the available computers
  - must be used for academic and official purpose only.
  - must be used to store only relevant and official data.
  - must be password protected as per necessity.
  - must be well updated and protected via proper anti-virus software.
  - must be prohibited for non-institutional usage.
  - must be used for only official communication via internet.
  - must be used only for official type-setting purposes.
  - must be dusted at regular intervals.

### **A. Departmental Computers:**

- I. All the faculty members get open access.
- II. All the students get open access for academic purposes such as report preparation, seminars, accessing e-materials, etc. only after an informal permission from the faculty members.

### **B. Laboratory Computers:**

- I. must be used only for practical classes and examination purposes.
- II. must not be used without the presence of lab instructor or designated faculty member.

### **C. Smart Classroom and ICT-enabled Classroom Computers:**

- I. must be utilised by the faculty members for
  - a) Classes
  - b) Student activities
  - c) Other academic necessities
- II. must be given limited access to the students

## **D. OFFICE COMPUTERS:**

The office computer category comprises of computers in

- The Office of the Principal
- Administrative Block
- College Library
- IQAC Office
- KKHSOU Office

- I.** Only the assigned or designated officer/staff has access to these computers.
- II.** All the computers available in the administrative block are restricted to the designated section only.
- III.** Access to these computers is strictly prohibited to the students.

## **LCD PROJECTORS**

1. The institution consists of ICT-enabled classrooms as well as an auditorium wherein the LCD projectors are incorporated as roof mounts.
2. The available LCD Projectors are easily accessible to the teachers of all the academic departments of the institution in order to initiate smart classes.
3. These are accessible to the students especially during student seminars and workshops with proper guidance from the faculty members.
4. During institutional seminars, conferences, guest lectures, movie screenings, etc., these are accessible to the resource persons and the speakers.

## **PRINTERS AND PHOTOCOPIERS**

1. The apt number of printers and photocopiers available in the institution are for all official purposes.

2. In accordance with the digital initiatives incorporated by the institution, official documents are to be printed and photocopied only as per necessity.
3. Any work related to official printing and photocopying are to be processed with prudence, ideally in draft view.
4. The printing and photocopying of documents other than official are to be strictly discouraged in the departmental as well as the office printers and photocopiers available.

## **INTERNET**

1. The institution has proper internet facility available for both academic and administrative purposes.
2. The available internet facility is accessible to the faculty members for academic purposes such as downloading free e-materials for smooth conduct of teaching process.
3. The departmental computer desktops are accommodated with internet facilities and are easily accessible to the students for academic purposes like seminars, projects, home-assignments, etc.
4. The internet facility is accessible at the administrative block for all kinds of administrative purposes such as admission process, record keeping, transaction purposes, etc.

## **INSTITUTIONAL WEBSITE UPDATING AND MAINTENANCE**

1. Any matter having relevance to monitoring, updating, maintenance and review of the institutional website ([www.golaghatcommercecollege.org](http://www.golaghatcommercecollege.org)) falls under the domain of the Website Updating and Maintenance Committee.
2. The task of uploading the required data at regular intervals on the official website is entrusted to the members of the Website Maintenance Committee.
3. The data required to be submitted to the IQAC in order to be uploaded on the website needs to be forwarded via [iqacgcc2015@gmail.com](mailto:iqacgcc2015@gmail.com).

# **SECTION IV: MISC. LAID DOWN**

## **PROCEDURES**

CAMPUS BEAUTIFICATION

STUDENTCOUNSELING

STUDENTMENTORING

RESOURCEMOBILIZATION

STAFFAPPOINTMENT

STAGEPROMOTION

STAFFPENSION

FINANCIAL SUPPORT FOR TEACHERS

## **CAMPUS BEAUTIFICATION**

The **Campus Beautification Committee** constituted by the Principal is assigned the task of all beautification matters inside the college campus, including tree plantations, hanging of signboards etc.

1. Flowering plants and other small trees planted outside the office building are regularly trimmed to keep them in shape.
2. Campus cleanliness and clearing of debris (dead leaves) are done regularly in the morning and evening by sweepers and cleaners of the college as per instruction of the Committee members.
3. The College maintained Medicinal Garden. Different types of medicinal plants are planted in the garden.

## **STUDENT MENTORING**

1. Mentor-Mentee lists are prepared/ updated by all the respective HoDs and Teachers of every Department in every academic session.
2. Status quo of a mentee (student) allocated to a mentor (teacher) remains the same for the entire period of study in the institution, i.e. a mentee allocated to a mentor in the First Semester continues to remain under the same mentor till he/ she passes out of the institution.
3. Mentoring lists are approved in the IQAC meetings.
4. HOD and other faculty members prepare annual calendar/schedule of activities/ programs proposed to be conducted with their allocated mentees.
5. Annual calendar/ schedule of activities/ programs are provided to the allocated mentees.

## **RESOURCE MOBILIZATION**

The various in-house resources shall be mobilized for optimum utilization in a manner as stipulated below:

- **Campus:**

1. Shall be used for parking of vehicles belonging to staff, students and visitors
2. Shall be used for various in-house activities/ events, e.g. outdoor sports and games, yoga sessions, student exhibitions, etc.
3. Shall be used for various activities by the people of the fringe localities outside office hours, e.g. martial art training sessions, strolling, etc.
4. Ponds shall be used for rearing of fishes

- **Classrooms:**

1. Shall be used for day to day academic discourses like conduct of bridge courses, routine classes, student seminars, tutorial classes, remedial classes, etc., including usage for student exchange programs
2. Shall be used as examination halls for holding periodical class tests, sessional exams, term-end exams, group discussions, etc.
3. Shall be used for activities like invited talks, training programs, seminar/conference/workshop sessions, etc.
4. Shall be used for holding examinations conducted by external agencies against payment basis

- **Laboratories:**

1. Shall be used for day to day laboratory works by the students of Education and Geography department
2. Shall be used for contact/ familiarization programs, as and when organized, under teacher and student exchange programs

- **Library:**

1. Shall be used by students, faculties and non-teaching staffs.
2. Shall be used by all the peoples who are in need.

- **Seminar/ ConferenceHalls:**

1. Shall be used for holding in-house meetings, invited talks, trainingprograms, seminar/ conference/ workshop sessions,etc.
2. Shall be used for holding meetings, etc. by external users on payment basis or onthe basis of requisition by different govt. agencies/organizations

- **Finances:**

1. Shall be in accordance with the annual tentative budget prepared with joint internal/ external expertise

## **APPOINTMENT**

- **TEACHINGSTAFF:**

2. Principal requests the Director of Higher Education (DHE) to accord approval for initiating the appointment process for the concerned vacant post(s)
3. On receipt of DHE's approval, steps initiated to publish an advertisement in at least 2 local dailies and also the college website Applications received within the due date by the college office are sent to the concerned department for necessary scrutiny and calculation of API, in consultation withIQAC
4. The College Development Council of Dibrugarh University is provided the list of Subject Experts (not below the rank of Associate Professor) as approved by the VC of theUniversity.
5. On receipt of VC's approval, a suitable date for holding the interview is fixed in consultation with the Head of the respective Department and the President of Governing Body (GB) of thecollege
6. Interview call letters are sent to the applicants/ candidates both through Speed Post and also through E-mails; intimation also sent by calling up personally over phone
7. Candidates present himself/ herself before the Selection Panel/ Interview Board on the designated date, with all original documents for necessaryverification



8. Selection done on the basis of merit
9. Endorsement done by the Selection Panel/ Interview Board members in a standard proforma
10. Matter placed before the next GB meeting for necessary approval
11. Head Assistant/ Dealing Assistant prepares a file with all necessary documents/ papers and forwards it to the Office of the Director of Higher Education (DHE) with a request for appointing the selected candidate
12. On receipt of DHE's approval, the selected candidate joins the institution;
13. a Joining Report is submitted by the candidate on the day of joining, duly endorsed by the Head of the concerned Department

- **NON-TEACHING STAFF:**

1. Principal requests the Director of Higher Education (DHE) to accord approval for initiating the appointment process for the concerned vacant post(s)
2. On receipt of DHE's approval, steps initiated to publish an advertisement in at least 2 local dailies and also the college website
3. Interview call letters are sent to the applicants/ candidates both through Speed Post and also through E-mails; intimation also sent by calling up personally over phone
4. Candidates presents himself/ herself before the Selection Panel/ Interview Board on the designated date, with all original documents for necessary verification
5. Selection done on the basis of merit
6. Endorsement done by the Selection Panel/ Interview Board members in a standard proforma
7. Matter placed before the next GB meeting for necessary approval
8. Head Assistant/ Dealing Assistant prepares a file with all necessary documents/ papers and forwards it to the Office of the Director of Higher Education (DHE) with a request for appointing the selected candidate
9. On receipt of DHE's approval, the selected candidate joins the institution;
10. a Joining Report is submitted by the candidate on the day of joining, duly endorsed by the Head of the concerned Department

## **STAGE PROMOTION**

1. Teacher concerned need to apply to the Principal in plain paper requesting for initiating the process of StagePromotion.
2. Principal forwards the application to Head Assistant for further action, in consultation withIQAC.
3. Incumbent teacher fill up the PBAS Proforma for Promotion under CAS. Filled-up formats (in typed form) are submitted by the incumbent teacher to IQAC forverification.
4. Verification of the filled-up formats is done by a designated IQAC Core Committee member(s)
5. If data needs rectification, the filled-up formats with markings are returned back to the incumbentteacher.
6. Final corrected format is submitted by the incumbent teacher to IQAC for final endorsement by Coordinator, IQAC
7. Endorsed format is submitted to the HeadAssistant
8. Principal seeks names of Subject Experts from the College Development Council of Dibrugarh University (not below the rank of AssociateProfessor)
9. College Development Council of Dibrugarh University sent the list of experts after approval of VC of the University
10. On receipt of VC's approval, a suitable date for holding the Departmental Promotion Committee (DPC) is fixed in consultation with the Head of the respective Department, Subject Experts and the President of Governing Body (GB) of thecollege.
11. Head Assistant sends official letters to the DPC members, viz. the President of GB of the college, 2 external Subject Experts and Head of the respective Department
12. Official letter also sent by Head Assistant to the incumbent teacher for being present on the date on which the DPC is scheduled to beheld
13. Incumbent teacher presents himself/ herself before the DPC on the designated date, with all original documents for necessaryverification

14. If all criteria for Stage Promotion is fulfilled, the DPC members endorses in a standard proforma
15. Matter placed before the next GB meeting for necessary approval
16. Head Assistant/ Dealing Assistant prepares a file with all necessary documents/ papers and forwards it to the Office of the Director of Higher Education (DHE) with a request for placement of the incumbent teacher in the desired Grade of Pay
17. On receipt of DHE approval, the Head Assistant does the needful for awarding the enhanced Grade Pay/ Salary/ Arrear amounts (if any) to the incumbent teacher with effect from the date of approval accorded by DHE

## **PENSION**

1. Dealing Assistant in charge of processing of pension files updates the Service Book of the incumbent teacher
2. An intimation is sent to the concerned staff member three (3) months before the due pension date along with a check list of items (as per Service Book), with a request to oblige at the earliest
3. Upon clearance of all requisites, a proposal is readied and sent to the Office of the DHE
4. File processed by the DHE and pension approved as per rules
5. All due amounts are paid to the pensioner as per Govt. rule

## **FINANCIAL SUPPORT FOR TEACHERS**

- Financial support will be provided to teachers for attending conference/ workshops/ refresher course/ FDP. etc.
- Teachers have to submit an application to the Principal for availing the financial support.
- Teachers are required to submit the application form and other relevant documents for consideration by the Principal
- On approval of the application by the principal, second class train fare will be provided for to and fro journey

- Bills and vouchers should be submitted in Principal's office for reimbursement.

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**<https://golaghatcommercecollege.org/>**