

## **PROCEDURE AND POLICIES OF THE COLLEGE**

To ensure quality education, quality infrastructure (i.e., physical, academic and support facilities, IT-based technologies) which is very essential for the college, it has adopted suitable procedures and policies for maintaining and utilising physical, academic, learning resources and support facilities which includes upgradation and well-equipped technology in order to enhance the quality of institutional values ; to provide congenial, comfortable and ergonomically efficient environment for quality products. To provide these, the college seeks and receives requisitions from the faculties and students on academic requirements like laboratories, library, sport facilities, classroom and equipment like projection facilities in the class rooms, cameras and teaching learning aids etc.



Academic and Allied Infrastructure: The college assesses the equipment and infrastructure on a regular basis. Regarding the IT infrastructure, all major computer related problems, a service provider is hired. Computers are regularly updated with Anti-virus software to protect them from malicious programs. In respect of teaching learning, during Covid19 Pandemic, the college facilitated online teaching learning and other academic activities (i.e., Webinar, Discussions, workshop, Meetings etc) through Microsoft Teams, Google Classroom, Zoom, Cisco Webex. The end semester and internal examinations were conducted through these online platforms.

Promoting research and creation of innovation centre is another responsibility of the college. Being a rural college, cultivation of economically potential plants like Agar and Tea on which the college is stressing upon. The college has established different study centres in the name of renowned personalities like Mahatma Gandhi and Srimanta Sankaradeva through which different popular talks, workshops, seminars etc are being organised in order to the body of knowledge among the stakeholders of the college. NCC, NSS, Scout Guide are regularly exercised among the students which enrich their social responsibilities. For skill enhancement of the students, college organise training camps, workshops, practical based lecture series. Moreover, two research Cell of the college promote research in Language and Social Science.



Library Infrastructure: The library is the backbone of an educational institution. The college library seeks the requisitions from every department, according to meet the students' needs. The college has library monitoring committee for smooth functioning of the library activities. All books and journals are routed through the library committee members before finalising the purchased orders. Library committee is responsible for effective functioning of the library and purchase of library resources which is appointed by the college authority with due approval of Governing body of the college. The library has an institutional membership with UGC-N-LIST and D-SPACE Programs. During the pandemic period, the library facilitated to these e-resource programs to the students and faculty members of the college.

The various rules and regulations for the usage of library and its resources are displayed in the entrance of the library. College library creates an environment among the age-old interested learners with mobile theatre in the surrounding villages of the college specially in adopted villages through Unnat Bharat Abhiyan etc.



Sports Infrastructure: The college provides indoor and outdoor sports facilities to the students. The college possess different equipment and stocks for both indoor and outdoor games which is maintained by administrative personnel. Those are being provided to students on their demands pertaining to approval of the Principal. An indoor stadium is under construction under the monitoring of Construction Committee of the college. The college has also a mini gym for the students and staff.

The college do train the students in order to participate in various sports events in local, inter-college and state level. The well performing students in particular sport events are allowed by college authority to participate in inter-college or state level competition subject to the approval of fitness.

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