

# **GURUCHARAN COLLEGE, SILCHAR**

**'A' Grade Re-Accredited by NAAC under Cycle II with CGPA 3.11**

**Silchar - 788004, Assam, India**

**<https://gurucharancollege.ac.in/>**



**Policy for maintaining and utilizing physical, academic  
and support facilities- laboratory, library, sports  
complex, classroom etc.**

**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

Gurucharan College takes a participatory management approach in its overall upkeep and management, smooth functioning of its various organs in the interest of conducive teaching-learning environment. Several committee/subcommittee/cells are constituted with due process through the College management i.e., Governing Body (GB) which give required inputs and support to the College authority for smooth functioning. These committee/ cells involve both teachers and non-teaching staff and avail the services of internal or external technical experts as required. Physical infrastructure being a key ingredient in smooth functioning of a college, efforts are made to streamline various works related to maintenance through a well laid out, institutionalized procedure so that optimum capacity utilization is achieved. The following committee/cells are dedicated to maintenance of the facilities :

1. Construction Committee
2. Budget Committee
3. Purchase Committee
4. College Development Section
5. Student's Feedback Committee
6. Sports and Gymnasium Management subcommittee
7. ICT Subcommittee
8. Library Committee

Various laboratory and other academic support facilities are maintained by a set of designated people, as per instruction of the College authority.

Name of work	Name of agency/person	Contact No
Electrical maintenance	Sri Ripon Biswas	6000414911
AC Maintenance		
House Keeping	Sri Sajal Kanti Tanti	7086831635
College maintenance (canteen)		
Gardening		
Computer Maintenance	Exabyate Solutions	9435070321
ICT maintenance		9435070372
Plumbing	College Development Section College Engineer: Abhishek Chakraborty, Dev. Asstt. Champak Lal Bhattacharya (as per instruction of College authority)	8638656175
Building maintenance		7002476867
Parking maintenance		
Security	Sri Bikram Das and Sri Dayamoy Nath	7576047762, 9864563108

## Maintenance of facilities

### **Laboratory**

Academic departments with laboratory have laboratory assistants and support staff who works under the supervision of the respective HoDs to look after the laboratories and classrooms. In case of repair or replacement and/ or requisition of laboratory equipment, specimens or chemicals HoD can write to the Principal which is forwarded to the appropriate section (laboratory branch of College Development Cell) of the office for further action .

Purchase of computers, equipment, chemicals, furniture glassware etc. up to an amount of Rs. 25000 can be made without purchase Committee. Departmental Purchase Committee approves purchase worth more than Rs.25000 and upto Rs. 2 lakhs. However, Institutional Purchase Committee has to approve for purchase above Rs. 2 lakhs.

Laboratory facilities developed through various project grants by individual faculties are maintained by the respective Project Investigators.

### **Computers and ICT facilities**

A System Analyst looks after the Computers and all other devices related to the ICT facilities available in the College are maintained by the skilled technical staff of the college under the supervision of the ICT Subcommittee.

### **Library**

Librarian with support staff (permanent and temporary) has been appointed to maintain and utilize library facilities. Library follows an open access system and library classification is done by using DDC 23rd edition for organizing books in the Stack section of the central library for easy browsing of the book collections. Library is partially automated by SOUL 2.0 software with a database of 28000 collections. Through catalogue module of the software, books purchased in the library are cataloged. The Circulation module is used by the library to create membership database of users and creating transaction records of Issue/Return/Renew of documents. Barcode technology is used for issue-return process in our library. OPAC facility is used for the users and through LAN facility users can access the OPAC. Library Committee takes decisions regarding implementation of different projects. Books are procured in the library by taking recommendations from all the departments of the college. The library has NLIST memberships which provide online access to the e-journals and e-books through their individual Id/password. There are certain rules and regulation to be followed by students while using library facilities. In case of any loss or damage of the book one should replace or bear the cost of the book.

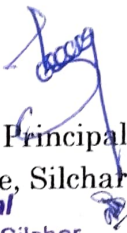


**Sports complex:**

A faculty member is assigned as the Sports in Charge of the College who looks after the maintenance and utilisation of Sports facilities. A Gymnasium Subcommittee supervises activities and maintenance of the gymnasium facility.

**Classrooms:**

The classrooms are under the overall supervision of the College Development Section attached to the College office. Any problem with class facilities is brought to the notice of the Principal 's office and the issue is referred to the Committee for necessary action.

  
Principal  
Gurucharan College, Silchar  
**Principal**  
G.C. College, Silchar