

## **Policy and Procedure of Chhamaria Anchalik College to maintain and to utilize Physical, Academic and Supporting Facilities**

Chhamaria Anchalik College is associated with well organized mechanism for the smooth maintenance of physical structures like Classrooms, Laboratory, Computers, necessary tools, and other equipments in the institution. The dynamic planning body is always ready to serve for all kinds of shortcomings in the matters of curricular, co-curricular, and infrastructural domain. Campus Development Committee, Building Construction Committee, College Beautification Committee are carefully in the surveillance and evaluation for the college enrichment.

### **Maintenance of Physical Facilities:**

All the physical facilities like classroom (traditional and digital), computer lab, and laboratory are set for the benefit of students admitted in the college. The college authority is bound to develop a systematic set up to provide continuous power supply in various blocks. For the security of all concerns, CCTV surveillance is always active. The lighting facility is uninterrupted in the college campus. The office staff and supporting staff is always careful to keep hygiene ambience in classrooms and washrooms. The non-teaching staff is entrusted to keep gardens, medicinal plants, scenic trees secured from any waste.

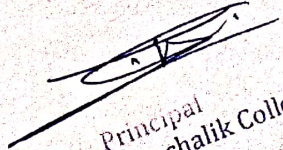
### **Maintenance of Classrooms and Laboratories:**

The classrooms that are allotted for students are well equipped with adequate infrastructure to facilitate proper teaching learning environment. The laboratory for the Department of Education is furnished with all necessary appliances. To save from any danger of fire, this institution is associated with fire extinguishers. For the e-learning, a computer lab is equipped with numerous numbers of computers that are installed in a neat and clean room. All the computers are regularly inspected and updated anti-virus for risk free services. The tools and equipments that are used in the college are purchased need basis to watch its efficient energy.

The teaching aids, the laboratory equipments are entrusted to each Department Head that concern these tools and equipments. The supporting staff is strictly instructed to keep all classrooms, corridors, balcony, staircase, drinking water cell, and offices neat and clean.

### **Maintenance of ICT Facility:**

Chhamaria Anchalik College maintains ICT with the help technical assistance from **Maa Computer Planet**, Boko, Kamrup, Assam for any uninterrupted ICT services in the campus. The technician regularly visits to inspect the ICT apparatus and accordingly upgrades and supplies software as per requirement. To minimize e-waste, all computers, laptops, printers, and scanner are kept in dust free covering all body.

  
Principal  
Chhamaria Anchalik College