



SIBSAGAR COMMERCE COLLEGE

Policies and Procedure of Maintenance of Infrastructure

The Sibsagar Commerce College has well-furnished and spacious physical infrastructure as per UGC/University norms spread in an area of 3.095 Acres in college campus. The college has class rooms equipped with modern ICT facilities, one multi-purpose hall, with latest facilities for conducting workshops, seminars and training programs having a seating capacity of more than 100 persons, one seminar room, one library, computer and psychological laboratory, Health and Physical resource center, common rooms, toilets and play fields etc.

Maintenance Procedure

The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the funds/grants received by the college as per the requirements in the interest of students.

Library:

1. The requirement and list of books is taken from the concerned faculty. The finalized list of required books is duly approved and signed by the Principal.
2. Suggestion box is installed inside the reading room to take users' their continuous feedback helps a lot in introducing new ideas regarding library enrichment.



3. To ensure return of books 'no dues' from the library is mandatory for students before appearing in exam.
4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library
5. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

Sports:

1. Regarding the maintenance of sports equipment the college sports in-charge is Annual athletic meet is organized in the college. Students are sent to inter college sports events.

IT facilities

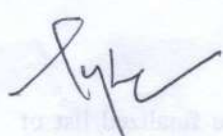
1. There is a Centralized computer laboratory in the college for the students and faculty.
2. Well-equipped Internet and Wi-Fi enabled campus and classrooms.

Classrooms:

The college has various committees for maintenance and upkeep of infrastructure. The faculties submit their requirements to the Principal regarding classroom furniture and others.

Campus:

1. Regular cleaning of water tanks, proper garbage disposal, landscaping and maintenance of flower garden is done by institute concern employees.
2. College campus maintenance is monitored through regular inspection.
3. Upkeep all facilities and cleanliness of environment in women's hostel is maintained through Hostel Monitoring Committee.
4. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
5. Updating of software's is done by lab assistant.
6. Outsourcing is done for the maintenance of wooden, furniture, electrification and plumbing.
7. Regular maintenance of the water purifier is done regularly.


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PRINCIPAL
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