


**Procedures and Policies for maintaining and utilizing Physical,
Academic and Support Facilities
(Laboratory, Library, Sports Complex, Computers, Classrooms etc.)
Women's College, Tinsukia**

1. **Laboratory:** The laboratory of the Education Department is maintained by the support staff of the department.
2. **Library:** The library of the college is partially automated where SOUL (OPAC). It is a very rich library with 43,787 printed books, e-books, e-journals etc. and is of open access type. It has a provision for External Membership also. The library also has been running a Mobile Library project, under which books are provided to schools, clubs etc. at their doorsteps. The printed books, their circulations and the book shelves are regularly maintained by the library staff. SOUL and other software are periodically updated and maintained by the Librarian with the help of the outsourced technical person.
3. **Sports Ground:** The College has a very small play ground where there are arrangements for outdoor sports like Volley ball, Kho Kho etc. Indoor sports like Badminton, Carom, chess etc. are played inside the multi purposed auditorium. There is a gym of the college comprising various exercise machines. All the sports facilities have been periodically maintained by the college authority by outsourcing required technical persons from local farms.
4. **Computers:** The college also has 4 (four) computer Laboratories comprising 200 computers. Apart from that the college also has 13 computers for official and other uses. All are connected to internet and their OS and other associated software are automatically updated and maintained periodically under direct supervision of the faculties of the Computer science department. For hardware maintenance, the college has outsourced one technical person from a computer farm and as per our MoU with the farm the technical staff periodically does the hardware maintenance.
5. **Classroom and Infrastructure facilities:** The College has a total of 26 classrooms with 10 (ten) ICT classrooms and 4 (four) are facilitated with smart boards. The conference hall adjoining the library equipped with a smart board. The College Auditorium is well equipped with Audio amplifiers Microphones, LCD Projectors, Electricity backups and with more than 500 seat capacity which is used for various purposes. An Ethnic museum has also been created in the auditorium. The Auditorium has been used as Multi Utility Infrastructure with badminton and fencing courts. The class rooms and the lecture halls are painted/ whitewashed once in a year. Maintenance of different furniture are done as and when necessity arise. For maintenance of the electrical utilities and equipments, we have outsourced one technical person (Electrician) on contractual basis for regular maintenance of electrical appliances. The said person does the periodic maintenance. The diesel gen sets are periodically maintained by technical persons from respective companies. A private firm "DeeTech Sollutions, Guwahati" has been outsourced for maintenance of the College Website also.
6. **Hostel:** The girls' hostel has a seat capacity of 150. A New extension of the hostel has come up with a seat capacity of 28. Elaborate arrangements have been made to provide academic atmosphere, safe and economically affordable accommodation with homely ambience. It is looked after by the authority through the appointed warden and matron. Maintenance is done periodically.


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