



INSTITUTIONAL USAGE AND MAINTENANCE POLICY (LAID DOWN PROCEDURES)



PRAGJYOTISH COLLEGE

GUWAHATI – 781 009

www.pragjyotishcollege.ac.in

2023

SECTION I: PHYSICAL FACILITIES

- **CLASSROOMS**
- **LABORATORIES**
- **DEPARTMENTAL LIBRARIES**
- **SEMINAR/CONFERENCE HALLS**
- **CENTRAL LIBRARY**
- **EXAMINATION CONTROL ROOM**
- **OFFICE OF THE ESTATE OFFICER**
- **DAY CARE CENTRE CUM REST ROOM**
- **SICK ROOM**
- **FIRST AID CENTRE**
- **GYMNASIUM HUB**
- **YOGA ARENA**
- **PUBLICATION HUB**
- **TOILETS AND WASHROOMS**
- **E-WASTE AND ELECTRICAL STORAGE ROOM**
- **SPORTS LIBRARY**
- **GIRLS COMMON ROOM AND BOYS COMMON ROOM**
- **GIRLS HOSTEL**

1. A “Classroom Maintenance Committee” is responsible for maintaining Classrooms and allocation of classes is monitored by the “Class Routine Committee”.
2. Departmental laboratories are maintained by the respective departments. The faculty members of the concerned departments report and suggest about infrastructure facilities and availability of teaching aids. Laboratory equipment and sophisticated instruments are purchased through tender process and the “Purchasing Committee” looks after it.
3. Each department is responsible in maintaining their departmental libraries. Books issued are tracked by a departmental librarian-in-charge in specific registers.
4. Other physical facilities like conference/seminar halls, auditorium, canteen, gym and sports are monitored by respective committees.
5. The college library is maintained by the “Library Advisory Committee”. The librarian keeps an eye on the day-to-day activities and the Staff members are there to help him.
6. Examination committees are constituted before each examination and these committees are responsible for maintaining the examination related activities in the Control Room entire duration of the concerned examinations.
7. The Estate Officer shall have direct superintendence over **Office of the Estate Officer (OEO), Records Room (RR), E-Waste and Electrical Storage Room (EESR)**.
8. A nodal person will be appointed to monitor the Day Care Centre (DCC). DCC will be open only on the working days of the college from 09.00 am to 04.00 pm. There will be an overall governess (*ayah*) to take care of DCC and she will be engaged in the service of the kids.
9. A Nodal person and the members of HCPMC will be responsible for monitoring and maintenance of the Sick Room (SR), First Aid Centre (FAC).
10. Materials pertaining to yoga training shall be in custody of the Convenor of HCPMC who shall arrange for safe storage of the same in a designated space. General cleanliness and hygiene of this facility will be monitored by the HCPMC.
11. A Publication Hub Committee will be formed to monitor all the publications of the

college.

12. Workers will be appointed on contractual basis for day to day cleaning of the toilets
13. For drinking water facilities periodic maintenance will be carried out.
14. Hostel advisory committee will advise the overall activities of the hostel and the hostel superintendent entrusts the hostel staff for monitoring and maintenance of physical facilities of the hostel.
15. Maintenance of the canteen will be carried out through Canteen committee
16. Constructions will be carried out through construction committee
17. Boys Common Room and Girls Common Room will be maintained by respective PCSU Secretaries and monitored by their In-Charge.

SECTION II: IT FACILITIES

- **COMPUTERS**
- **LCD PROJECTORS**
- **PRINTERS & XEROX MACHINES**
- **INTERNET**
- **INSTITUTIONAL WEBSITE UPDATING AND MAINTENANCE**

- Purchases Committee will grant the purchases of Computers, LCD projectors, printers, xerox machines.
- Maintenance of the facilities will be carried out by office staffs and departments.
- E-corner of the library will be monitored by the Librarian and usage of the facilities will be recorded in a log-book.
- The internet facility will be available for the benefit of the students and faculties. Issues related to internet connectivity will be resolved by the college office.
- All issues pertaining to monitoring, updating, maintenance and review of the institutional website (www.pragjyotishcollege.ac.in) falls under the purview of the Website Updating and Maintenance Committee.