

HANDBOOK OF INSTITUTIONAL USAGE AND MAINTENANCE POLICY (LAID DOWN PROCEDURES)



H.P.B. GIRLS' COLLEGE,
GOLAGHAT-785702

www.hpbgirlscollege.edu.in

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OFFICE OF THE ESTATE OFFICER

The Estate Officer shall have direct superintendence over the following three units:

1. Office of the Estate Officer (OEO): Single nodal point for the control of all movable and immovable properties of the institution
2. Records Room (RR): Single nodal point for the storage of all printed records/ official files which does not have any current usage value
3. E-Waste and Electrical Storage Room (EESR): Single nodal point for storage/ disposal of all

The OEO shall remain under the direct superintendence of the Principal, H.P.B. Girls' College, Golaghat

Duties/ Functions/ Responsibilities of the Estate Officer:

1. To keep records of all movable properties that enters the college campus
2. To keep records of all movable properties which are being taken out of the college campus
3. To enter all such records (as stated in 1 and 2 above) in a specified format/ Stock Register
4. To keep records of all material distribution amongst the various constituent units of the college in a specified format/ Stock Register
5. To oversee the maintenance of the various blocks/ buildings located within the college campus, in matters pertaining to cleanliness and hygiene
6. To oversee the management and maintenance of the green ambience of the college campus through various measures like plantation, weeding, etc.
7. To oversee the management and maintenance of the two college ponds
8. To oversee the management and maintenance of all furniture housed within the various blocks/ buildings of the college campus
9. To oversee the management and maintenance of all electrical, electronic and mechanical equipment fixed/ housed within the various blocks/ buildings of the college campus
10. To oversee the management and maintenance of the water supply system within the college campus
11. To oversee the management and maintenance of the power distribution system of the college campus, including solar electrical installation facility

12.To oversee the management and maintenance of the rainwater harvesting unit

13.To undertake all liaison works with local statutory bodies like Golaghat Municipal Board (GMB), Assam State Electricity Board (ASEB), Internet Service Provider (ISP), Circle Office, etc.

14.To supervise implementation of Annual Maintenance Contracts (AMC) pertaining to cleaning works, carpentry works, plumbing works, electrical works, electrical equipment (including transformers, air conditioners, etc.), electronic equipment, fire extinguishers, telephone, etc.

15.To arrange for procurement of various materials which may be required for different purpose that are within the purview of duties/ functions/ responsibilities of the EO

16.To prepare and submit bills related to any of the activities as stated above to the competent authority for necessary payment to be made thereof

Modalities for various movable properties that enters the college campus:

- . All equipment/ materials procured or otherwise that are being brought inside the college campus for various downstream usage shall be directly taken to the OEO
- EO shall record the details of all such materials in a specified format

Modalities for various movable properties that exits the college campus:

- All equipment/ materials that are registered as stock entry of the college and taken out of the college campus for various purpose like repairs, replacement, etc. shall be required to be intimated to the EO
- Equipment/ materials that are brought in by empanelled contractors and which are meant for usage during various construction/ renovation works shall not be required to be accounted though the EO
- EO shall record the details of all such materials in a specified format

List of items authorized to be purchased by the OEO:

- Electrical items/ accessories: Air Conditioner, Fan (Ceiling/ Table/ Stand), Bulb (LED/ LCD/ Tube/ Incandescent), Switch, Socket, Regulator, UPS, TV, Refrigerator, etc.
- Electronic items/ accessories: Computer, Printer, Keyboard, Mouse, Scanner, Ink Cartridge, Anti-Virus Software, etc.

- Stationery items/ accessories: Printing paper, File cover, Adhesive, Stapler, various Pins (Stapler/ Wall/ Push), Gem clip, Pen, Pencil, Eraser, Ruler, Stamp pad, Stamp ink, Thread roll, etc.
- Classroom items/ accessories: White Board, Black Board, Chalk, Whiteboard Marker, Duster, Notice Board, etc.
- Hardware items/ accessories: Water tap, PVC/ Steel/ Iron pipe, Pipe fittings, etc.
- Furnishing items/ accessories: Desk, Bench, Chair, Table, Cabinet (Steel/ Wooden), Showcase (Steel/ Wooden), Drapery, Floor mat, Towel, etc.
- Special items/ accessories, laboratory equipment/ apparatus requisitioned by the various departments from time to time

Modalities for management and maintenance of the various blocks/ buildings:

- Arrange to oversee that all classrooms and verandahs (not under the jurisdiction of any particular department) are properly cleaned at regular intervals by the cleaning personnel; maintenance of classrooms and verandahs located within the departmental premises of various academic departments shall remain under the purview and jurisdiction of the department concerned
- Arrange to oversee that all toilets/ bathrooms (except those under departmental jurisdiction) are properly cleaned at regular intervals by the cleaning personnel
- Arrange to see that no window/ door is left open or electrical appliances in power on position in the classrooms/ office rooms (except those under departmental jurisdiction) at the end of the day after office hours
- Arrange to ensure that no furniture is left outside the different rooms (except those under departmental jurisdiction) unattended
- Arrange to stockpile all broken furniture generated within the campus, in one single location and arrange to dispose off the same (through auction or any other mechanism) after proper consultation with the Principal/ Purchase Committee
- Arrange to inspect the various blocks/ buildings at regular intervals (as specified by the Construction Committee)
- Arrange to approve the draft estimates through the Principal/ Construction Committee (as the case may be)

Modalities for management and maintenance of the green ambience of the campus:

- Arrange to inspect the campus area at regular intervals and prepare draft proposals for weeding/ plantation or any other measure
- Arrange to employ daily wage laborers for cleaning of the campus as and when necessary
- Arrange to prepare draft estimates for the tasks as indicated above

- Arrange to approve the draft estimates through the Principal/ Campus Development Committee (as the case may be)
- Arrange to accomplish the tasks as indicated above through any arrangement as specified by the Campus Development Committee

Modalities for management and maintenance of the two college ponds:

- Arrange to undertake periodical weeding along the borders of the two ponds•
- Arrange to undertake measures for breeding of fish in the college ponds
- Arrange to prepare draft estimates for the tasks as indicated above
- Arrange to approve the draft estimates through the Principal/ Fishery Maintenance Committee
- Arrange to accomplish the tasks as indicated above through any arrangement as specified by the Principal/ Fishery Maintenance Committee

Modalities for management and maintenance of all furniture housed within the various blocks/ buildings:

- Arrange to purchase new furniture as requisitioned by the Purchase Committee
- Arrange to fix and repair any broken furniture housed within the various blocks/ buildings
- Arrange for periodical painting/ varnishing of such furniture as and when necessary
- Arrange to prepare draft estimates in connection with the tasks as indicated above
- Arrange to approve the draft estimates through the Principal/ Purchase Committee (as the case may be)
- Arrange to accomplish the tasks as specified above through any arrangement as specified by the Principal/ Purchase Committee

Modalities for management and maintenance of all electrical, electronic and mechanical equipment fixed/ housed within the various blocks/ buildings:

- Arrange to inspect the various electrical, electronic and mechanical equipment fitted in the various blocks/ buildings at regular intervals.
- Arrange to make judicious usage of all equipment as mentioned above
- Arrange to prepare draft estimates for repairs/ replacements as and when necessary
- Arrange to approve the draft estimates through the Principal/ Purchase Committee/Construction Committee (as the case may be)
- Arrange to accomplish the tasks as specified above through any arrangement as specified by the Principal/ Purchase Committee

Modalities for management and maintenance of the water supply system:

- Arrange to inspect the various units of the water supply system in the various blocks/ buildings at regular intervals
- Arrange to make judicious usage of water resource in the various outlet points
- Arrange to prepare draft estimates for repairs/ replacements as and when necessary
- Arrange to approve the draft estimates through the Principal/ Purchase Committee/ Construction Committee (as the case may be)
- Arrange to accomplish the tasks as specified above through any arrangement as specified by the Principal/ Purchase Committee

Modalities for management and maintenance of the rainwater harvesting unit:

- Arrange to inspect the functioning of the rainwater harvesting unit at regular intervals
- Arrange to make judicious usage of the harvested rainwater for the intended uses
- Arrange to prepare draft estimates for repairs/ replacements as and when necessary
- Arrange to approve the draft estimates through the Principal/ Purchase Committee/ Construction Committee (as the case may be)
- Arrange to accomplish the tasks as specified above through any arrangement as specified by the Principal/ Purchase Committee

Modalities for liaison works with local statutory bodies:

- Arrange to pay all consumer bills related to electricity consumption
- Arrange to pay land revenue of the college estate area
- Arrange to pay Municipal/ Panchayat taxes

RECORDS ROOM

- Estate Officer shall be in charge of the Records Room
- Files and records of the college office and approximately about 10 years old are stored in this facility in a systematic manner for any probable future reference

A. EVENT/ MEETING HALLS

1. For requirement and usage of any hall, it is required to apply to the nodal person of the concerned hall, on a standard format
2. Allocation of the halls are made on first-come-first-served-basis, subject to availability on the required dates

3. Responsibility of proper and appropriate usage of the halls lies with the parties responsible for organizing various events

4. All banners/ flex displayed inside the halls by the organizing parties must arrange to remove the same immediately after the conclusion of the events A. Central Auditorium (Block-L): This non-air-conditioned hall with a maximum seating capacity of approximately 500 paxis intended to be used for holding various meetings, talks and other miscellaneous presentations

Nodal person for monitoring and maintenance of the hall:•

Dr. Sunil Handique

Assistant Professor, Department of Assamese

B . Old Conference Hall :

This air-conditioned hall with a maximum seating capacity of approximately 100 paxis intended to be used for holding various meetings, talks and other miscellaneous presentations

Nodal person for monitoring and maintenance of the hall:

Mr. Bhaskar Khanikar

Librarian

C. New Digital Conference Hall :

This air-conditioned hall with a maximum seating capacity of approximately 100 pax, is intended to be used for holding various meetings, talks and other miscellaneous presentations

Nodal person for monitoring and maintenance of the hall :

Mr. Bhaskar Khanikar

Librarian

GYMNASIUM CENTRE (GC)

a. Any individual desirous of acquiring membership of the gymnasium is required to fill up the Membership Enrolment Form and submit the same to the gymnasium in charge with the requisite amount of fee.

b. The gymnasium instructor shall be responsible for the general cleanliness and hygiene of this facility

c. The overall maintenance of the gymnasium equipment will be monitored by the gymnasium in charge

- d. If any equipment is damaged due to mishandling by any user, it will have to be replaced by the user concerned
- e. Keys of the GC will be at the disposal of the gymnasium Incharge and the Office of the Principal.

Nodal person for monitoring and maintenance of the GH:

Mr. Monjit Gohain

Assistant Professor, Political Science Department

TOILETS AND WASHROOMS

1. Appointed Sweeper and Cleaner is engaged in day to day cleaning of the toilets
2. Toilets are cleaned on a periodical basis during the day, at regular intervals

ELECTRICAL INFRASTRUCTURE

1. The electrician employed by the college is required to be available in the campus on a 24-hour basis, particularly during the working days, for fixing/ maintenance of all minor electrical problems
2. During electrical load shedding, the electrician is assigned the task of running the silent diesel generator set; he is in charge of monitoring and maintenance of this generator set
3. HODs of all departments are required to inform the Principal in writing about any malfunctioning of electrical equipment within their jurisdiction and the Principal undertakes necessary rectification steps accordingly
4. If electrical accessories/ parts are available within the college stock inventory, the electrician shall arrange to utilize the same for fixing up the problems and the HODs shall give a written statement in this regard
5. If electrical accessories/ parts are required to be purchased from the market, the HODs shall arrange to purchase the same with his/ her own resources and later get it reimbursed from the office
6. For matters falling outside the purview of the HODs, the electrician shall give a tentative estimate of required electrical accessories/ parts to the Principal who shall get it purchased through official procedure

E-WASTE AND ELECTRICAL STORAGE ROOM

- In-Charge of the E-Waste and Electrical Storage Room shall visit every department/ office/ section/ unit of the college, once in every 3 months and collects all e-waste and other scrap electrical items (if any)
- Collected waste items shall be listed in a standard proforma
- Collected waste items shall be stored in the E-Waste and Electrical Storage Room

- In-Charge, in consultation with the Estate Officer shall decide upon a suitable date and party to dispose off the collected waste items at an earliest possible date
- Amount collected through disposal shall be deposited in the college office against proper receipt at the earliest

SPORTS INFRASTRUCTURE

Convener of the Sports and Games Promotion Committee shall be the In-Charge of the Sports infrastructure.

In-Charge of the Sports infrastructure will be assisted in day to functioning by the HPBGCSU Secretaries in charge of Major Sports and Minor Sports.

Separate Stock Register of sports items will be maintained by the Sports Committee

Nodal person for monitoring and maintenance of the Sports Infrastructure:

Mr. Prasanta Bora

Associate Professor & Head

Department of History

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SECTION II: ACADEMIC FACILITIES

- CLASSROOMS
- LABORATORIES
- CENTRAL LIBRARY
- DEPARTMENTAL LIBRARIES
- EXAMINATION CONTROL ROOM

CLASSROOMS

HODs of all departments are required to ensure that–

1. All classrooms under their departmental jurisdiction are kept clean and tidy
2. Desks and benches in the classrooms are kept in order
3. Fourth grade employees are to undertake the above tasks to the satisfaction of all concerned

Non-ICT Classrooms

1. Allocation of rooms for holding daily classes to be determined by the Routine Committee constituted by the Principal
2. Allocation of rooms for holding academic examinations (conducted by Council and University) to be determined by the respective examination committees constituted by the Principal
3. Allocation of rooms for holding non-academic examinations (conducted by external agencies/ organizations) to be determined by the respective examination committees constituted by the Principal
4. For requirement of rooms for holding non-academic examinations (conducted by external agencies/ organizations), the concerned party is required to apply to the Principal in advance. Allocation shall be made on first-come-first-served basis, subject to availability on the required dates
5. All parties that holds non-academic examinations shall pay a requisite centre fee to the college, which can be either paid in cash to the Assistant Officer In Charge of the examination committee or deposit the amount in a designated bank account of the college
6. It shall be responsibility of the Assistant Officer In-Charge of the non-academic examination committees to ensure tidying up and keeping the furniture (desks and benches) of the examination halls in proper order after the conclusion of the examinations

ICT-enabled Classrooms (including Smart Classrooms):

1. Holding of classes or other academic events in these rooms is determined by the department to which these classrooms are allocated
2. These rooms are preferably not to be used as examination halls but in some special cases these are used in examination purpose also
3. These rooms are strictly not to be allocated for holding non-academic examinations

LABORATORIES

HODs of all departments shall ensure that –

1. All laboratories under their jurisdiction are kept clean and tidy
2. Desks, benches, materials and equipment in the laboratories are kept in order
3. Fourth grade employees/ laboratory bearers attached with the departments be properly instructed to undertake the above tasks to the satisfaction of all concerned
4. All users adhere to the directions given in the statutory display boards (mobile restriction/ energy saver reminder/ laboratory instructions) in every laboratory room

The following guidelines are designed to ensure optimum safety conditions inside the labs and to ensure protection against various forms of injuries. These guidelines are enforceable at all times by authorized departmental personnel only. Students who do not follow these guidelines are liable for dismissal from the lab and other disciplinary action as deemed fit. Visitors and children are permitted to enter the laboratories under proper supervision and guidance only.

General Guidelines for Laboratories

- Entrance to a laboratory is not encouraged unless specifically permitted for any intended use by the departmental head/ teachers/ lab in-charges/ instructors
- Students must carefully read any experiment before coming to the laboratory
- All doubts needs to be cleared before the start of any activity/ experiment
- Students should not perform unauthorized/ unscheduled experiments;
- Students are expected to follow all written instructions (displayed) and verbal instructions given by the concerned teachers/ lab in-charges/ instructors
- Students must remain alert and attentive at all times
- Chemicals/ equipment/ instruments/ materials/ tools should not be touched unless instructed by the concerned teachers/ lab in-charges/ instructors
- Visitors to any lab must be aware of location and usage of all safety equipment and measures that are available, e.g. fire extinguisher, first aid kit, etc.
- Belongings not required for experimental work must be kept at a distance in proper places
- Food and beverages should not be brought inside or consumed inside the lab
- Long hairs must be pinned/ tied back
- Chemicals/ equipment/ instruments/ materials/ tools inside the lab must be handled carefully and for the purpose for which it is intended
- Equipment/ instruments/ materials/ tools must be checked before the start of any experiment; Damaged, cracked and defective equipment/ instruments must be reported immediately to the concerned teachers/ lab in-charges/ instructors

- Malfunctioning of equipment/ instruments and accidents/ breakages during the course of any experiment must be reported immediately to the concerned teachers/ lab in-charges/ instructors
- Equipment/ instruments/ materials/ tools that were used in the lab for the conduct of any experiment must be returned in clean and good condition at the end of the practical sessions, and kept in the proper designated location if trans-located during the conduct of experiments
- Hands must be washed thoroughly after leaving the lab
- Lab area must be left in a clean condition at the end of practical sessions
- In emergency situations like fire and earthquake:
 1. Laboratory/ building must be vacated immediately through the nearest exit point
 2. All electrical switches must be turned off
 3. Running experiment must be aborted and instruments quickly turned off

Green House:

This facility is available nearby the Girls' Common Room. Functioning, maintenance and monitoring of this lab is coordinated through a Coordinator.

Language Laboratory:

This lab caters to the needs of three language departments viz. Assamese, English, and Sanskrit. Functioning, maintenance and monitoring of this lab is coordinated through a Coordinator

• **CENTRAL LIBRARY**

- The Library timings are from 09.00 a.m. to 05.00 p.m. while book issue timings are from 10.00 a.m. to 04.00 p.m. (except on Sundays and Holidays prescribed by the Dibrugarh University). The library remains open during the summer and winter breaks of the college.
- All library visitors shall hand over their personal books, bags, sticks, umbrellas, parcels, attaches, portfolios, etc. to the library staff at the Property Counter, located at the main entrance; students shall display their valid Library Card at the digital Library Attendance System
- Water bottles and other eatables are not allowed inside the reading room
- Valuable materials like currency, ornaments, mobile phones, electronic gadgets, etc. shall be separated before depositing the bags etc. at the Property Counter; if not separated, the Library Authority will not be held responsible for any subsequent loss of these items; the Property Counter is available to the bonafide members of the library and only during their stay within the library premises

- Wearing proper college uniform and possession of College Identity Card is mandatory to enter the library premises
- Complete silence must be maintained inside the library premises; mobile phones, and other audio and video devices should be kept in silent mode inside the library premises
- Class note books and other copy books may be allowed to be taken inside the library, subject to proper checking at the entry points; however, personal books are not allowed to be taken inside
- Books after use should be kept on the reading table; library staff on duty shall arrange these books properly in the respective shelves, stacks or almirahs
- Borrowers and readers are expected to check defects in any books (if any), before being issued in their name; if any such defects are noticed, it should be immediately brought to the notice of the staff on duty. The borrower shall be held responsible for any damage is detected at the time of return and shall be required to compensate for the defect noticed.
- Dog earring the pages, marking or writing, tearing of pages, etc., of books issued, is considered as injuries to the books, which is viewed as a serious offence
- Personal laptops will be allowed inside the library but the users will maintain an environment which shall not cause any disturbance to other users; internet access with necessary access permission through wi-fi mode will be provided to the laptop users; however, computers and internet shall be used only for academic purposes only; users can access the e-resources offered by the library
- Any individual walking out of the library with any book or other resource/ material, or if found to be involved in mutilating/ tampering with any book or other resource/ material, will face disciplinary action
- Violation of these rules may lead to withdrawal of library privileges from any user
- Students of different classes are entitled to borrow books as follows:
 - UG (Major/ Honours Programs): 3 (three) books at a time
 - HS/ UG (General Program): 2 (two) books at a time
- A Smart Card is issued to every student which shall be used during issue and return of books.
- Loss of Library Cards will have to be immediately reported to the Librarian; duplicate cards may be issued on payment of Rs. 150.00
- Library books are normally issued for 15 (fifteen) days; however, the books can be re issued for 7 (seven) more days
- If any member fails to return the borrowed book (s) or other resource within the stipulated due date, he/she shall be suspended from the library membership for a specified period; for final semester students, late fine is Rs. 1.00 per day per book
- Library membership may be suspended at the sole discretion of the Librarian, if any member is found to be constantly irregular in returning books

- A Book Bank facility is maintained in the central library for catering to the demands of poor and meritorious students; such students can borrow 4 (four) books from the book bank for the entire semester period
- Orientation programs are conducted for the users on a periodical basis
- Encyclopedias, dictionaries, periodicals, newspapers and other reference materials shall not be loaned out of the library
- For all materials that are lost or damaged while on loan, the borrower shall be held responsible, and he/she shall be required to compensate for the loss
- All borrowers whose membership ceases or is suspended, must return all books that were issued in his/ her name
- The Librarian reserves the right to recall any book (s) before the due date if necessity arises.
- The library reserves the right not to issue any book having maximum demand and less number of copies
- The library has the membership of N-LIST; for using it, library members will have to collect User IDs/ Passwords from the Office of the Librarian
- The library functions under the supervision of a Library Management Committee
- User can also use the digital section of the Library in the adjacent Digital library Part
- Photocopy facility is available on payment basis

DEPARTMENTAL LIBRARIES

1. Stock piling, usage and maintenance of these libraries is under the sole jurisdiction of the departments concerned
2. Books of these libraries may be collected/ accumulated/ stockpiled through voluntary donation of different individuals and stakeholders, viz. alumni, retired faculty members, faculty members of other institutions, serving faculty members, students currently enrolled or any member of the public
3. Books may be issued from these libraries to the departmental students for short term periods or to the faculty members for academic usage
4. Records of books issued may be done through designated registers and faculty members may take turns to serve as departmental librarian-in-charges

EXAMINATION CONTROL ROOM

1. This facility is for usage by various examination committees and for the entire duration of the concerned examinations
2. The steel/ iron cabinets/ almirahs of this room are to be used for storing various examination-related documents and papers (except confidential documents) of the concerned examinations, by the various examination committees during and after the examination period

3. Before the onset of the concerned examinations, the Assistant officer In-Charge/s of the respective examination committees shall take the key (s) of the steel/ iron cabinets/ almirahs of the ECR from the Principal, which shall remain in his/ her/their personal custody for the entire duration of the concerned examinations
4. At the conclusion of the concerned examinations, the Assistant officer In-Charge/s of the concerned examination committee shall hand over the key (s) back to the Principal, along with concerned examination papers
5. Persons not concerned with the examination works should not unnecessarily enter the ECR for purposes other than connected with the concerned examinations

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SECTION III: SUPPORT FACILITIES

- COMPUTERS
- LCD PROJECTORS
- PRINTERS & PHOTOCOPIERS
- INTERNET
- INSTITUTIONAL WEBSITE UPDATING
AND MAINTENANCE

COMPUTERS

HODs of all departments shall ensure that all computers are

1. Strictly utilized for official purpose (academic and administrative) only
2. Used for official type-setting works and official communication through internet
3. Protected through good anti-virus software
4. Dusted properly at regular intervals and kept in clean environments
5. Not used for storage of irrelevant/ unofficial/ personal data
6. Preferably password protected
7. Discouraged for personal and non-institutional usage

A. Departmental Computers:

•Staff Room Computers:•

1. Open access is available for all faculty members
2. Students can make use of the computers after informal permission from any of the faculty members for academic usage like preparation of field reports, accessing web resources, e-learning resources, practical works, etc.

•Laboratory Computers:

1. To be used during practical class/ examination sessions only
2. Not to be accessed in the absence of laboratory instructor/ assigned faculty member

•Smart Classroom/ ICT-enabled Classroom Computers:

1. To be used by faculty members during class hours/ student activities
2. Access by students is not permitted

B. Office Computers:

- This category includes computers in the Office of the Principal, Administrative Block, the Central Library, IQAC office, KKHSOU office and Post Graduate Study Centre office
 1. Access to the computers is permissible for assigned/designated office staff only
 2. Access of computers of one section by staff from other sections is restricted

LCD PROJECTORS

1. These are provided in the Smart Classrooms and ICT-enabled Classrooms of the academic departments as roof mounts
2. Faculty members of respective academic departments have open access to the use of these facilities
3. Students have limited access of these facilities during departmental student seminars, under the supervision of faculty members
4. These are also provided to guest speakers/ external resource persons as and when necessity arises

PRINTERS AND PHOTOCOPIERS

1. Printing/ photocopying of official documents are to be kept at the minimum extent, in view of the institutional digital initiatives in the matter of administrative communication and record keeping
2. All official printing/ photocopying works are to be done judiciously, preferably in draft printing mode
3. Printing/ photocopying of personal documents is not encouraged in the departmental/ office printers

INTERNET

1. Usage of internet facility is strictly for official purposes (academic and administrative)
2. Faculty members are encouraged to use the internet facility for downloading freely available e-resources for the benefit of the students
3. Students can also make use of the internet facility in the departmental computer desktops for the purpose of preparing home assignments and project reports

INSTITUTIONAL WEBSITE UPDATING AND MAINTENANCE

1. All issues pertaining to monitoring, updating, maintenance and review of the institutional website (www.hpbgirlscollege.edu.in) falls under the purview of the Website Updating and Maintenance Committee
2. The Website Maintenance Committee entrusted with the task of uploading all website data, on a day to day basis,
3. All forms of data meant to be uploaded in the website is required to be submitted to IQAC regularly

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SECTION IV: MISC. LAID DOWN PROCEDURES CAMPUS CLEANLINESS

- **STUDENT COUNSELING**
- **STUDENT MENTORING**
- **RESOURCE MOBILIZATION**
- **STAFF APPOINTMENT**
- **STAGE PROMOTION**
- **STAFF PENSION**

CAMPUS CLEANLINESS

1. Appointed Contractual Cleaners and Casual workers are engaged in day to day cleaning of the campus (including classrooms)
2. The College has a Best Practice viz. “ **Clean College ,Green College Initiatives**” under which every departments are engaged with cleaning of college campus for one week and the process continues through rotation basis
3. Waste products generated inside the campus are carried away by municipal garbage vans on a daily basis
4. One security guard is assigned the task of maintaining visitor records at the main entrance gate

The Campus Development Committee constituted by the Principal is assigned the task of all beautification matters inside the college campus, including tree plantations, hanging of signboards

STUDENT MENTORING

- Mentoring lists are prepared/ updated by the Teacher Mentoring Cell in every academic session
- Status quo of a mentee (student) allocated to a mentor (teacher) remains the same for the entire period of study in the institution, i.e. a mentee allocated to a mentor in the First Semester continues to remain under the same mentor till he/ she passes out of the institution
- Mentoring lists are approved in the IQAC meetings
- Mentors individually prepares annual calendar/schedule of activities/ programs proposed to be conducted with their allocated mentees
- Annual calendar/ schedule of activities/ programs is provided to the allocated mentees

RESOURCE MOBILIZATION

The various in-house resources shall be mobilized for optimum utilization in a manner as stipulated below:

• Campus:

- A. Shall be used for parking of vehicles belonging to staff, students and visitors
- B. Shall be used for various in-house activities/ events, e.g. outdoor sports and games, yoga sessions, student exhibitions, etc.

- C. Shall be used for various activities by the people of the fringe localities outside office hours, e.g. martial art training sessions, strolling, etc.
- D. Ponds shall be used for rearing of fishes

- **Classrooms:**

- (a) Shall be used for day to day academic discourses like conduct of bridge courses, routine classes, student seminars, tutorial classes, remedial classes, etc., including usage for student exchange programs
- (b) Shall be used as examination halls for holding periodical class tests, sessional exams, term-end exams, group discussions, etc.
- (c) Shall be used for activities like invited talks, training programs, seminar/ conference/ workshop sessions, etc.
- (d) Shall be used for holding examinations conducted by external agencies against payment basis

- **Laboratories:**

- (a) Shall be used for day to day laboratory works by the students
- (b) Shall be used for contact/ familiarization programs, as and when organized, under teacher and student exchange programs
- (c) Shall be used for contact/ familiarization outreach programs for school students, as and when organized

- **Library:**

- (a) Shall be used by staff and students
- (b) Shall be used by people of the fringe localities

- **Seminar/ Conference Halls:**

- (a) Shall be used for holding in-house meetings, invited talks, training programs, seminar/ conference/ workshop sessions, etc.
- (b) Shall be used for holding meetings, etc. by external users on payment basis or on the basis of requisition by different govt. agencies/ organizations

- **Finances:**

- (a) Shall be in accordance with the annual tentative budget prepared with joint internal/ external expertise

APPOINTMENT

1. TEACHING STAFF:

- Principal requests the Director of Higher Education (DHE) to accord approval for initiating the appointment process for the concerned vacant post (s)
- On receipt of DHE's approval, steps initiated to publish an advertisement in at least 2 local dailies and also the college website Applications received within the due date by the college office are sent to the concerned department for necessary scrutiny and calculation of API, in consultation with IQAC
- The College Development Council of Dibrugarh University is provided the list of Subject Experts (not below the rank of Associate Professor) as approved by the VC of the University.
- On receipt of VC's approval, a suitable date for holding the interview is fixed in consultation with the Head of the respective Department and the President of Governing Body (GB) of the college
- Interview call letters are sent to the applicants/ candidates both through Speed Post and also through E-mails; intimation also sent by calling up personally over phone
- Candidates present himself/ herself before the Selection Panel/ Interview Board on the designated date, with all original documents for necessary verification
- Selection done on the basis of merit
- Endorsement done by the Selection Panel/ Interview Board members in a standard proforma
- Matter placed before the next GB meeting for necessary approval
- Head Assistant/ Dealing Assistant prepares a file with all necessary documents/ papers and forwards it to the Office of the Director of Higher Education (DHE) with a request for appointing the selected candidate
- On receipt of DHE's approval, the selected candidate joins the institution;
- a Joining Report is submitted by the candidate on the day of joining, duly endorsed by the Head of the concerned Department

2. NON-TEACHING STAFF:

- Principal requests the Director of Higher Education (DHE) to accord approval for initiating the appointment process for the concerned vacant post (s)
- On receipt of DHE's approval, steps initiated to publish an advertisement in at least 2 local dailies and also the college website

- Interview call letters are sent to the applicants/ candidates both through Speed Post and also through E-mails; intimation also sent by calling up personally over phone
- Candidates presents himself/ herself before the Selection Panel/ Interview Board on the designated date, with all original documents for necessary verification
- Selection done on the basis of merit
- Endorsement done by the Selection Panel/ Interview Board members in a standard proforma
- Matter placed before the next GB meeting for necessary approval
- Head Assistant/ Dealing Assistant prepares a file with all necessary documents/ papers and forwards it to the Office of the Director of Higher Education (DHE) with a request for appointing the selected candidate
- On receipt of DHE's approval, the selected candidate joins the institution;
- a Joining Report is submitted by the candidate on the day of joining, duly endorsed by the Head of the concerned Department

STAGE PROMOTION

- Concerned teacher to apply to the Principal in plain paper requesting for initiating the process of Stage Promotion
- Principal forwards the application to Head Assistant for further action, in consultation with IQAC
- Incumbent teacher collects the prescribed format for Stage Promotion from IQAC
- Filled-up formats (in typed form) are submitted by the incumbent teacher to IQAC for verification
- Verification of the filled-up formats is done by a designated IQAC Core Committee member (s)
- If data needs rectification, the filled-up formats with markings are returned back to the incumbent teacher
- Final corrected format is submitted by the incumbent teacher to IQAC for final endorsement by Coordinator, IQAC
- Endorsed format is submitted to the Head Assistant
- Principal seeks names of Subject Experts from the College Development Council of Dibrugarh University (not below the rank of Associate Professor)
- College Development Council of Dibrugarh University sent the list of experts after approval of VC of the University

- On receipt of VC's approval, a suitable date for holding the Departmental Promotion Committee (DPC) is fixed in consultation with the Head of the respective Department, Subject Experts and the President of Governing Body (GB) of the college
- Head Assistant sends official letters to the DPC members, viz. the President of GB of the college, 2 external Subject Experts and Head of the respective Department
- Official letter also sent by Head Assistant to the incumbent teacher for being present on the date on which the DPC is scheduled to be held
- Incumbent teacher presents himself/ herself before the DPC on the designated date, with all original documents for necessary verification
- If all criteria for Stage Promotion is fulfilled, the DPC members endorses in a standard proforma
- Matter placed before the next GB meeting for necessary approval
- Head Assistant/ Dealing Assistant prepares a file with all necessary documents/ papers and forwards it to the Office of the Director of Higher Education (DHE) with a request for placement of the incumbent teacher in the desired Grade of Pay
- On receipt of DHE approval, the Head Assistant does the needful for awarding the enhanced Grade Pay/ Salary/ Arrear amounts (if any) to the incumbent teacher with effect from the date of approval accorded by DHE

PENSION

- Dealing Assistant in charge of processing of pension files updates the Service Book of the incumbent teacher
- An intimation is sent to the concerned staff member three (3) months before the due pension date along with a check list of items (as per Service Book), with a request to oblige at the earliest
- Upon clearance of all requisites, a proposal is readied and sent to the Office of the DHE
- File processed by the DHE and pension approved as per rules
- All due amounts are paid to the pensioner as per Govt. rule

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**Compiled for in-house circulation by:
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