



NORTH LAKHIMPUR COLLEGE

(An Autonomous College Affiliated to Dibrugarh University)

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance and utilization of laboratory infrastructure and facilities

Every department maintains a stock register of the goods utilized and purchased. The maintenance of lab equipment's and chemicals are done by the HOD's of the concerned departments. The purchase of laboratory equipments and other chemicals, specimen etc. is done by the Purchase Committee of the college as per requirement sent by the teaching departments. Major constructions are supervised by the Construction Committee of the college while minor repair works are done under supervision of the concerned department.

Maintenance and utilization of Library: Every year Libraries collect the list of required books from Departments through the HOD of the concerned department. There is a Library Committee which is responsible for making necessary purchases as per recommendations received from the teaching departments of the college. The committee shall periodically take stock of the functioning of the library. Students are motivated in the beginning of the session to register them for using INFLIBNET. Separate reading facilities exist for boys' and girls'. To ensure the return of books from the students' end, it is made compulsory for the students to collect 'Library clearance certificate' before semester examinations.

Maintenance and utilization of sports facilities

The faculties of the Department of physical education take the responsibility of the proper use and maintenance of the sports facilities like Badminton court/ Volleyball court / TT Courts /Gym. There is a Sports Facility Committee for making necessary purchases as per recommendations received from the games and sports sections of the college and other empowered personnel. The committee is responsible for maintenance and up gradation of sports infrastructure and facilities of the college.

Maintenance and utilization of IT facilities

Almost all departments have computation facilities for their students and the HODs of the concerned departments look after their systems. Computer maintenance through AMC is done regularly and non-repairable systems are disposed of. There is an IT Facilities Committee for making necessary purchases as per recommendations received from the teaching departments/ administrative office of the college. The committee takes stock of the IT infrastructure of the college and is responsible for timely up gradation of the IT resources as and when necessary.

Student support and welfare

There are various sub-committees to look into matters of support services for the students as well as their welfare. There are sub-committees for canteen, hostel management, health care, stress management which works for the welfare of students when needed. The health Care Unit in College Campus provides necessary first aid treatment to the Students during college hours. The Health Care Unit is run by a Nurse on regular basis. Stress management committee conducts counseling sessions for the needy students as well as conducts yoga sessions specially conducted for the stress management of the students. The training is coordinated by the HoD, Department of Physical Education of the college.

Academic support

The college has an elaborate academic support mechanism. Being an autonomous college we keep on upgrading syllabus whenever necessary through Board of studies meeting and academic council. It helps the students in pursuing higher studies without any difficulty. Examinations are conducted as per our academic calendar by the examination cell and results are declared in due time. Re-verification of answer scripts, if necessary is done in the presence of students. Academic support to the students is also provided by conducting tutorial sessions and remedial classes. In the last year of degree courses, students are extended full support to carry on their project works either in house or in nearby institutions like research labs, universities etc. as per their requirement for the successful and timely completion of their project works. The carrier counseling and placement cell organizes counseling sessions for the needy students for helping them in pursuing higher studies, research works or jobs. Our physical education department extends support to those students interested in sports with the scientific and proper training.