

# INFRASTRUCTURE USAGE AND MAINTENANCE POLICY



**BENGTOLE COLLEGE, BENGTOLE  
CHIRANG, BTR, ASSAM**

[www.bengtolcollege.ac.in](http://www.bengtolcollege.ac.in)



Office of the Principal

# BENGTOL COLLEGE

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Memo No. ....

## DECLARATION

I hereby declare that all the information furnished herewith are true to the best of my knowledge and belief.

  
Principal  
Bengtoli College  
Bengtoli  
Principal  
Bengtoli College  
Bengtoli

## **INFRASTRUCTURE USAGE AND MAINTENANCE POLICY**

### **BENGTOL COLLEGE, BENGTOLO CHIRANG, BTR, ASSAM**

#### **Introduction:**

Bengtol College, situated in the Chirang district of Assam, spans across a sprawling 75,000 square meters of lush green surroundings. The campus is adorned with a variety of small and large trees. The main building is situated at the center of the college's allocated land. Apart from the main building there are other infrastructures of the college including administrative and academic buildings, a women's hostel, a boys' hostel, an indoor stadium, an auditorium, a canteen, a solar energy plant, an outdoor stadium, basketball and volleyball courts, a garden, and a college pond. All these infrastructures are exclusively used for teaching, learning, research, co-curricular activities, and other institutional and administrative purposes.

#### **Significance of the Policy:**

The Infrastructure Usage and Maintenance Policy aims to facilitate the optimal utilization and maintenance of available resources on campus. This policy is designed to enhance the quality of learning and teaching while creating a more conducive working environment for students, faculty, and staff. The centralized coordination of faculty allocation ensures effective and efficient utilization of faculty resources, along with their proper maintenance.

#### **Infrastructure Usage Policy:**

The college has formulated certain guideline that requires to be followed by everyone. The guidelines are:

1. To establish standard of procedures for the use of Physical and Academic facilities.
2. To schedule properly all types of activities so that everything will be performed without any obstruction.
3. To provide an effective, consistent and efficient approach towards scheduling and usage of facilities.
4. To increase the level of coordination and communication among the stakeholders.
5. To bring awareness among the stakeholders for the use of facilities and activities to be organized in the college.
6. To optimize the use of college facilities.

This policy is intended to cover the following types of facilities available in the college.

**Class Rooms:**

Efficient classroom utilization is paramount in achieving our academic mission. The scheduling of classrooms not only assists students in planning their academic schedules and class attendance but also aids faculty members in organizing their own timetables. The Scheduling Policy has the dual benefit of optimizing resource utilization and guiding the introduction of new courses and programs based on available space.

All classrooms are fully allocated for academic purposes, with most departments receiving their allocated classrooms to conduct scheduled classes on campus. The Academic Council, in collaboration with the Vice Principal, who oversees the Class Routine Preparation Committee, is responsible for planning classroom schedules. The determination of classroom requirements is made by the Vice Principal. The timetable for class routines is carefully crafted to ensure that all subjects and papers are accommodated without scheduling conflicts, thereby avoiding any disruptions in the academic process.

**Laboratory:**

The college houses three laboratories: the Computer Laboratory, the Education Laboratory, and the Language Laboratory. These laboratories are consistently utilized for practical classes and experiments. Typically, students are organized into batches to ensure optimal accommodation for all.

**Research:**

Faculty members are provided with dedicated rooms for their research activities and research projects. Each department is equipped with departmentally allocated computers and free Wi-Fi access to facilitate their research pursuits.

**Administrative Office:**

The administrative office space consists of three sections: the Principal's office, the Vice Principal's office, and the Support Staff office. The Principal's office is a spacious room furnished with a well-designed desk and comfortable seating for guests. Additionally, this room includes a private restroom and seating chairs for visitors.

The Vice Principal's office features a high-quality office desk, a computer with a printer, and an almirah for storage, among other amenities.

The Support Staff office is equipped with individual desks or cabins, each furnished with a computer for regular staff members. Each desk or cabin also has its own dedicated printer, and there is a high-tech copier machine available for common use within the office. Furthermore, separate office almiraahs are provided for each staff member.

**Library:**

The college's Central Library is fully automated and equipped with RFID technology. It encompasses spacious areas on both the ground floor and the first floor. The library includes a book stack room with well-organized bookshelves, a reading room with dedicated reading tables for both students and teaching staff, a separate room for the Librarian, an assistant librarian's workspace, a circulation desk, individual tables for library assistants, and a restroom exclusively for library staff. Additionally, the library is furnished with computers, a duplicating machine, a display panel for tracking attendance and book transactions, and other essential facilities. On the ground floor, you will find the textbooks section and periodicals, while the first floor houses the reference books, book bank, and an E-resources browsing section.

**Conference Room:**

There is a well furnished Conference room, allowed to conduct meeting of Governing Body, academic council, teachers body and other college related committees.

**Language Laboratory:**

There is a Language Laboratory equipped with modern technology. This laboratory is good media to learn languages of regional as well as many foreign including English languages. Students are taught in the language laboratory scheduling times without hampering the normal scheduled classes. Students are divided into groups as the capacity of language laboratory.

**IQAC Room:**

A separate spacious room is allotted for IQAC. It accommodated with computer, duplicating machine, separate sitting table for IQAC coordinator and separate sitting table and sitting arrangement for other members.

**Outdoor Stadium and Sports facilities:**

The College has a spacious outdoor stadium or field for playing football, cricket and other athletics games. There is a spacious indoor stadium for playing badminton. The other available sports facilities like Basket Ball court, Volley Ball court and kabaddi court. Apart from this, there space for Yoga, weight Lifting, equipment of javelin throws, table tennis carom board, discuss throw, shot foot throw, etc.

**Garden:**

The College has a beautiful garden with variety of flowers in the front side on the building.

**Sanitation:**

The College always concern for hygiene and sanitation. The college building has erected in such a way that there is no water logging inside the campus. Almost all the rain water is collected in the pond situated in the right front side of the college and the overflow water due to heavy rain flow away through the main drain of the eastern most boundary of the college.

**Hostel:**

The College has two hostels one for boys and one for girls. The hostels are provided with necessary modern amenities.

**Equipment:**

The College possessed its essential equipment like computers; LCD projector, audio-visual aids, printers, etc. are usually operated under the supervision of the head of the departments. The College also owner of many other important types of equipment such as different types of equipment for education practical laboratory and the equipment are purchased from the various sources of the college. The equipment included are numbers of CC Camera, sports equipment, printers, computers, etc. All the equipment and tools are exclusively for the internal use only and none of the equipment are of not allowed to use external users.

**Maintenance Policy:**

The college has well planned maintenance policy for smooth functioning and all round development of the college. The college has constituted c certain guidelines that to be followed. The guide lines are,

1. Allocation of fund in the annual budget in the beginning of the financial year.
2. Maintenance of assets periodically to keep everything functional.
3. Develop a plan for continuous evaluation of all the facilities provided in the college campus.
4. Setting up of MoU with service provider.

**Maintenance of building and Physical Infrastructure:**

Time to time repairing, renovation, alteration and improvement of the existing building and other support buildings are required to adjust for some reformed o new programs. In this regard, Principal takes the decision with the due approval of Governing

Body. The interior and exterior painting of the building are done as per scheduled recurring basis.

**Maintenance of IT and Electrical Infrastructure:**

When request to resolve the issues and problems of computers and electrical comes from the respective departments and the request is taking care of with immediate effect. To solve the problem, experienced technicians are hired from the outer agencies.

**Maintenance of Laboratory Equipments:**

The responsibility of using laboratories is entrusted to the respective departments. The arrangement and orderly management of the laboratory is maintained by the heads and faculty members of the department. The repairing of the equipments are done by the principal after getting proper request from the heads.

**Maintenance of Furniture:**

The faculty member understood the shortage furniture in the class rooms such as bench-desk, green board, etc they convey the matter to the principal to meet the requirement, principal promptly accept the request and accordingly immediate step is taken to solve the problem.

**Routine Maintenance:**

The college has appointed a sweeper for daily cleaning toilets, class room, laboratories, library, IQAC room, corridors, office rooms, internal roads, etc. Gardens are maintained by appointed gardener (Mali). The garbage generated in the college campus is separated into two-biodegradable and non bio-degradable. The biodegradable garbage is dumped in the particular place for decompose and decay for making Compost Manure and non- biodegradable garbage is carried to the dumping ground assigned by the bazaar committee.