

Eastern Karbi Anglong College



Affiliated to Assam University
Registered under 2f and 12B of UGC

Policy details of systems and procedures for maintaining and utilizing physical and academic support facilities

- Maintenance in general and maintenance for infrastructure is carried out under the supervision of the college authority.
- The college authority takes help from technical experts from time to time for regular check-up, repairing and maintenance of different physical and academic support facilities such as computers, CCTV camera, electrical equipments etc.
- The authority also consults with service providers from time to time to keep the internet connection and Wi-Fi facility up-to-date.
- Departmental requirements are placed to the authority by the respective Heads of the Departments and action at the level of college authority is initiated accordingly.
- Repair and maintenance of laboratory equipments are initiated by the respective departments and the college authority is intimidated accordingly. Stock register for the apparatus of each laboratory is maintained by the respective departments.
- A library committee is formed for looking after proper maintenance and utilization of library facilities.
- An accession register of standard format is maintained for library books. Library books are properly accessioned, classified and catalogued. Books are issued to the students for 15 days and can be renewed, if required.

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- An Integrated Library Management System SOUL2.0 provided by INFLIBNET, is used for cataloguing and circulating library books. Librarian contacts with Soul Support, in matters of any problem thereof. Anti-virus software is purchased and renewed annually to keep the software secured.
- The maintenance and house-keeping of the classrooms, laboratories, library and the institute as a whole are taken care by fourth grade staff of the institute.
- The power generator of the institute is serviced annually.
- A Comprehensive Annual Maintenance Contract with InfraTrade Solutions of Paltan Bazaar, Guwahati for 'CCTV systems, its' accessories and Wi-Fi system setup', ensures proper maintenance and renewal of 'CCTV and Wi-Fi system' of the college.
- To conserve water, rainwater harvesting system has been developed and properly maintained by the college.
- Four solar panels have been installed as a source of alternate energy.
- The college playground is properly maintained under the supervision of college authority.
- Fire-extinguishers are installed to counter situations like fire hazard.