



**TINGKHONG COLLEGE**  
**TINGKHONG, DIBRUGARH, ASSAM**

**POLICY FOR MAINTAINING AND  
UTILIZING PHYSICAL, ACADEMIC AND  
SUPPORT FACILITIES**



## CONTENT

1. About the College.....	3
2. Physical, Academic and Support Facilities of Tingkhong College.....	3
3. Facilities for Sports and Culture.....	3
4. IT facilities.....	4
5. Library Infrastructure.....	4
6. Maintenance and Utilization of Facilities.....	4
➤ <i>Policy for Physical, Academic and Support facilities.....</i>	5
➤ <i>Policy for Maintenance and utilization of Library.....</i>	5
➤ <i>Policy for the Maintenance and Utilization of Computers.....</i>	5
➤ <i>Policy for Co-Curricular Activities.....</i>	5
➤ <i>Policy for the Healthcare &amp; Infirmary.....</i>	5
➤ <i>Policy for Waste Disposal.....</i>	6
➤ <i>Grievance Redressal.....</i>	6
➤ <i>Maintenance of Green Campus.....</i>	6
➤ <i>Maintenance of Water Bodies.....</i>	6
➤	
7. Schematic Diagram.....	7

## **About the College**

Located in the southeast of Dibrugarh, Tingkhong College is a higher education institution that provides undergraduate and higher secondary courses in the arts and sciences. With just a few students, Tingkhong College began its unwavering pursuit of providing high-quality postsecondary education on September 1, 1972. We are a crowdfunded college. The college was founded in a large, grassy area by a group of academics, educators, and organisers led by several local visionaries. The college commemorated its illustrious Golden Jubilee in 2022. During the 2015 NAAC second cycle visit, the college received B grade. The college building is surrounded by shade trees, decorative plants, fruit trees, and vibrantly coloured seasonal flowers on a vast campus. Tingkhong College is proud to have a tranquil and healthy campus free from harmful activities. The college has excellent connections to neighbouring locations such as Rajgarh, Namrup, Naharkatiya, etc.

## **Physical, Academic and Support Facilities of Tingkhong College**

Tingkhong College has a permanent campus covering 16373.57 square metre area. It has offices for administrative functions, departmental common rooms for administrative and academic works, classrooms for regular classes, conference and seminar halls laboratories for experimental learning activities and a library. The college has a canteen, indoor stadium, auditorium, hostels for students , playground and parking lots. The principal's office is located in the main building adjacent to the administrative offices. For smooth conduct, the examination & students' welfare branches is located separately. The college has 35 classrooms with adequate teaching-learning facilities, classrooms with LCD projectors and Wi-Fi connectivity. There are a total of 5 laboratories for 5 departments. In addition to classrooms, a seminar hall (Room no. 38) and an auditorium of 400 seating capacity are also there. Additionally, 9 general classrooms are also located in the Sonali Bhawan building, of which 2 rooms are equipped with LCD projector (Room No.29 & 30). The College library has a huge collection of more than 16000 books, 4 subscribed print journals, 4 Daily News Papers and 17 magazines for everyone's use. The Zoology department maintains a vermicompost unit, the department of botany has an orchidarium and the rainwater harvesting system is maintained by the department of mathematics. The college has separate girl's common room and boy's common room. For physical and sports activities has an open field and an indoor stadium and a multi gym.

## **Facilities for Sports and Culture**

One of the missions of Tingkhong College is the overall development of students. College gives equal importance to co-curricular activities. The Tingkhong College has sufficient facilities for sports and cultural activities. The Tingkhong College auditorium has a seating capacity of 400 people, with well decorated stage acting as multipurpose facility for cultural activities and major events. It is properly equipped to connect with sound system, proper ventilation & fanning and acoustics. Besides this, one Seminar hall and a indoor stadium cum auditorium with open stage are used for cultural activities. The indoor stadium of 852.3 sq feet square metre provides space to perform group activities such as yoga, martial arts, dance

practice etc. It has a Sepaktackraw court. It is regularly used for badminton practices under guidance of outsourced specialized coach. The multi-gymnasium has various exercise equipment like Bench Press, Weight machine etc. Every year College Week is organized with various kinds of outdoor & indoor sports. The college has sufficient numbers of football, volleyball and other sports equipment. There is a volleyball court inside the campus. Major outdoor sports are held at the playground (3800 sq. m.) of Tingkhong College 10324.6 sq feet by a MoU.

### **IT facilities**

in the College College have well equipped and up to date IT infrastructure. It has an well-established mechanism for upgrading and deploying Information technology infrastructure. The college allocates budget for annual maintenance based on the need and number of the students as well as teachers. College has AMC and MoU with parties like KBQUBE, for maintenance of the ICT Hardware, IT infrastructure and facilities. Experts are hired whenever required to maintain IT infrastructure. 6 classrooms are equipped with advanced technologies. Moreover, LCD projectors to all departments, adequate furniture, and anti-virus for all the departmental computers etc. are provided. All the housekeeping activities including cataloging, accessioning and circulation have been computerized. The college library has a provision of accessing free books under N-List. The college more than 40 computers with access to internet facility. Periodic installation of anti-virus, formatting of computers in case of corrupt operating systems, replacing hard ware of old computers as well as new computers are undertaken yearly whenever required and come under Annual Maintenance Cost (AMC). The Free Wi-Fi facility is provided to all the teachers, students and stakeholders of the College.

### **Library Infrastructure**

Tingkhong College's library is located in the northeastern section of the building. There is a subscription to the NLIST database at Tingkhong College Library. The library has a special area dedicated to digital resources. The Tingkhong College Library subscribes to eleven periodicals, seven newspapers, and seven printed journals. There aren't many project reports and theses in the library. The library has more than 16,000 printed books in total. There is a single login registration that is kept apart for staff and students. Every working day, the library is open from 9:00 AM to 4:00 PM. The Library Card is printed by the library. Through the use of a QR code, the library offers an online Old Question Paper access feature. In addition, the library offers training courses and workshops to other library workers as well as patrons. HS students can borrow 2 books for 7 days, Degree students- 3 books for 7 days and renewable, faculties -5 books for 30 days. The library orientation program is carried out for new students every year.

### **Maintenance and Utilization of Facilities**

A systematic mechanism is followed to maintain the proper utilization and timed maintenance of the physical, academic and various infrastructure facilities. The supervision of proper functioning & maintenance of the facilities is done by various sub-committees.

administrative, teaching & non-teaching staffs are actively involved in the process. A certain amount of the total budget is kept for annual maintenance of the infrastructure. Expenditure for the maintenance of the infrastructure facilities are covered by Annual Maintenance Contract (AMC) given to concerned agencies, some are maintained by external agencies on demand as per the need and the others are maintained by skilled staff appointed by the management.

➤ ***Policy for Physical, Academic and Support facilities:***

The college has a well-built physical structure to accommodate all the necessary facilities. Alongside administration & IQAC, following committees supervise overall smooth management. 1. Construction committee 2. Purchase committee 3. Admission committee 4. Canteen committee 6. RUSA fund management committee.

➤ ***Policy for Maintenance and utilization of Library:***

Library is managed by library management committee and the library staff led by the assistant librarian. The Library committee monitors, identifies and maintains the library facilities and other resource for their optimum use.

➤ ***Policy for the Maintenance and Utilization of Computers:***

Maintenance of computer is done regularly as per requirement and major works are done as part of AMC. Power back up is provided to the computer systems to use them optimally. The college has subscribed Google services (Google Workspace) for e-mail and cloud storage. Every faculty, department and cells have been assigned Google accounts for smooth information sharing. The college website, online admission portal, feedback portal, form fill up portal is maintained regularly by MoU with KBQBE, Guwahati - a software company.

A systematic mechanism is followed to maintain the proper utilization and timed maintenance of the physical, academic and various infrastructure facilities. The supervision of proper functioning & maintenance of the facilities is done by various sub-committees.

A systematic mechanism is followed to maintain the proper utilization and timed maintenance of the physical, academic and various infrastructure facilities. The supervision of proper functioning & maintenance of the facilities is done by various sub-committees. administrative, teaching & non-teaching staff are actively involved in the process. A certain amount of the total budget is kept for annual maintenance of the infrastructure. Expenditure for the maintenance of the infrastructure facilities is covered by an Annual Maintenance Contract (AMC) given to concerned agencies, some are maintained by external agencies on demand as per the need and others are maintained by skilled staff appointed by management.

➤ ***Policy for Co-Curricular Activities:***

Various cells of the IQAC also organizes workshop on music, dance, creative writing etc. for upliftment of the students. The students' union has cultural secretary which monitors organizing such events by the students. The faculty advisors of the students' union help them carrying out extra-curricular activities. Besides these, NSS, Women Cell, and individual departments organizes various programmes regularly.

➤ ***Policy for the Healthcare & Infirmary:***

A healthcare committee has been assigned for proper management & utilization of the infirmary facility. College has appointed.

➤ ***Policy for Waste Disposal:***

From the health hygiene, environment and aesthetic point of view, the college ensures proper disposal of different types of waste generated in the campus. Volunteers of NSS of college constantly organized campus cleaning drive to maintain the cleanliness and beauty of the campus. Organic wastes are used for vermicompost production and hostel food wastes are used for pig farming.

➤ ***Grievance Redressal:***

Besides various monitoring cells, there are grievance redressal mechanism for both students and employees. To maintain the financial transparency audits are performed annually. The governing body ensures overall management of the academic and physical environment as a whole.

➤ ***Maintenance of Green Campus:***

The various green practices of the college include the following:

**a) Plantation:** The College regularly carries out plantation programs on various occasions like World Environment Day, Foundation Day, etc. as well as monitors the maintenance of those plants. Planting of seasonal flowers is regularly done within the college campus which enhances the beauty of the campus

**b) Use of Bicycles:** A majority of the students and a few teaching and non-teaching staff are using bicycles as their means of commuting.

**c) Plastic free campus:** On account of making the college a plastic free campus, effective measures have been taken to replace plastic with other alternative sources.

➤ ***Maintenance of Water Bodies:***

Tingkhong College also has rain water harvesting provisions on the rooftop of the foundation building of the college.

➤ ***Policy for the Maintenance and Utilization of Sports Complex:***

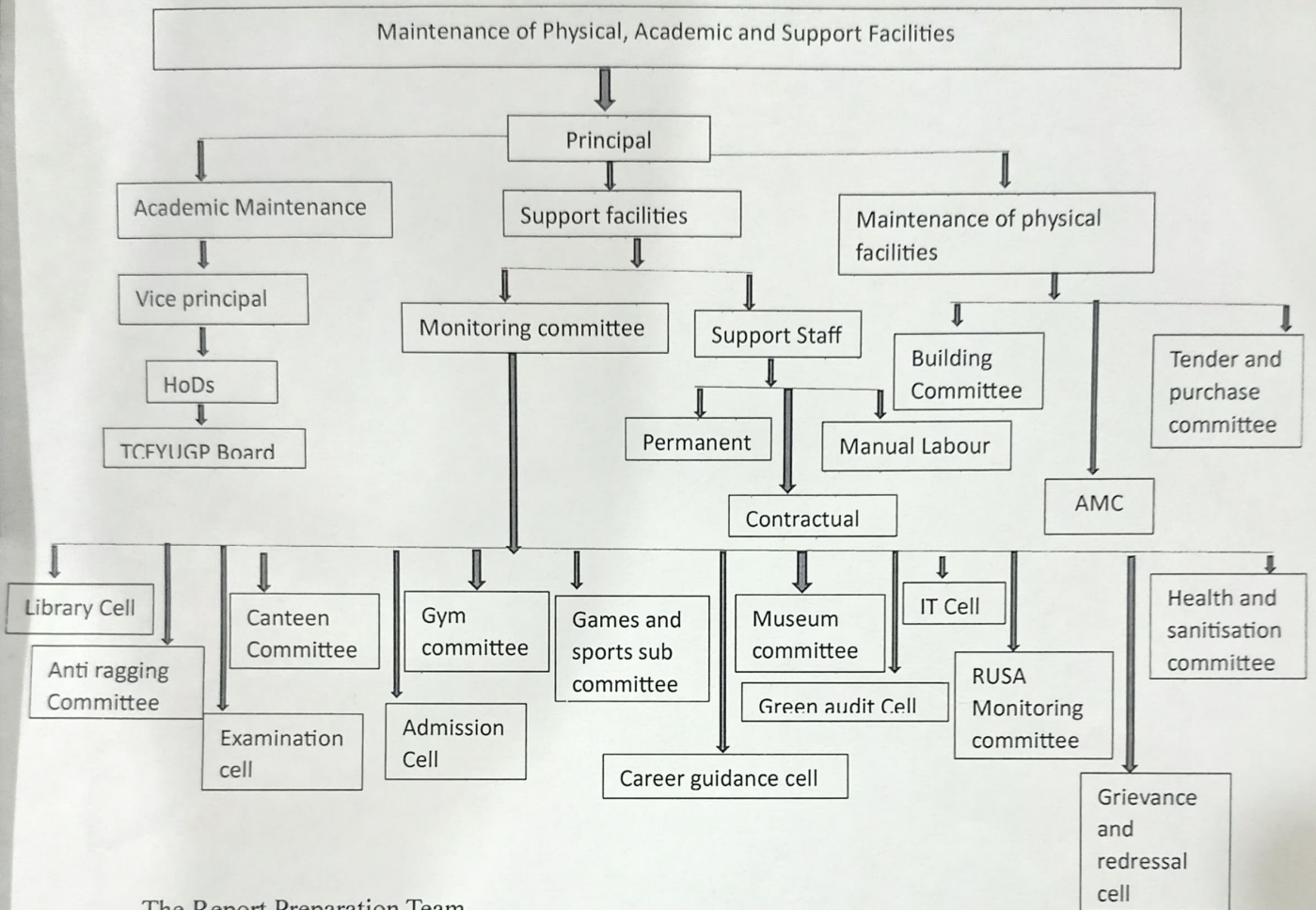
A faculty in charge of overall management has been assigned. Besides, the student's union has two sports secretaries for outdoor and indoor games.

➤ ***Policy for Maintenance and utilization of Sports complex:***

A faculty in charge of overall management has been assigned. Besides these two sports secretaries for indoor and outdoor games are also there in the college for smooth conduction of sports.

### Schematic Diagram

The system of maintaining the physical, academic, and support facilities the institution can be shown through the schematic diagram:



### The Report Preparation Team

Dr. Diganta Kr. Gogoi	Adviser	<i>[Signature]</i>
Mr. Mridul Borgohain	Chairperson	<i>Mridul Borgohain</i>
Mr. Bhaskar Neog	Member	<i>[Signature]</i>
Dr. Binita Morang	Member	<i>[Signature]</i>

The Report is Accepted and Implemented on 23/05/2023

*[Signature]*  
 (Dr. Mouchumi Gogoi)  
 Principal  
 Tingkhong College

*Nakul Phukan*  
 (Nakul Phukan)  
 Coordinator, IQAC  
 Tingkhong College

Principal  
 TINGKHONG COLLEGE

**COORDINATOR IQAC**  
**Tingkhong College**  
 Tingkhong