



দুলীয়াজান ছোবালী মহাবিদ্যালয় DULIAJAN GIRLS' COLLEGE

স্থাপিত : ১৯৯২ Estd. : 1992

Regd. Under Societies Act No. RS/DIB/255/40 of 1998-99
Permanent Affiliated to D. U. No. DU/RG/DGDC/DGC/Perm AFF/2010 2011
Included under Sec 2 (F) 12 B of the UGC Act, 1956, No. 8-394/2010 (CPP-4/C)
P. O. DULIAJAN - 786 602, DIST. DIBRUGARH (ASSAM)

Ph. (0374) 2801459 (U)
9954295461 (M)

DATE: _____

Infrastructural Policy

Establishing and maintaining a well-developed infrastructure is imperative for any Institute of higher learning. Keeping the fact in view, Duliajan Girls' College is committed to provide all possible modern and essential amenities and infrastructure in the college premises for all the stakeholders. Duliajan Girls' College develops basic physical infrastructure viz. buildings, class rooms, laboratories, seminar halls, library, conference halls, IT lab, office rooms, yoga center, canteen, parking, common rooms, wash rooms, sport facilities etc.

The College has its own Infrastructural Policy which reflects its vision and mission. Duliajan Girls' College aims to become a vibrant Centre of continuing education for the women. Building capacity of women for economic empowerment is another vision of this institution regardless of age, and social circumstances. This is what would make this institution a true harbinger of creative opportunities for women to transform their outlook for the significant development of the nation.

The college is committed to the cause of women empowerment through the access to education, to meet the changing socio-economic needs with human values and purposeful social responsibility, to withstand the changes in the field of education, intellectually challenging diverse environment etc. The focus remains on building up a harmonious personality by creating responsible world citizen to make a vibrant and sustainable society. The institution is dedicated to developing, providing, and maintaining critical infrastructure and amenities for all stakeholders. The infrastructure of the college is maintained with the help of a few dedicated Committees which are as follows:

1. College Development Committee
2. Finance Committee
3. Purchase Committee
4. Infrastructure Committee
5. General Maintenance Committee
6. IT Committee
7. Library Committee
8. Sports and Cultural Committee
9. Salvage Committee

The specific infrastructural policies are as follows:



Principal
Principal VC
Duliajan Girls' College
P. O. Duliajan



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1. Academic and Support Facilities

A. Utilization and Maintenance of Classrooms

- Classrooms are assigned based on the number of students.
- The college provides durable functional and lasting sets of furniture for classrooms, laboratories, auditorium, library and offices
- Concerned departments are given accountability for their classrooms' upkeep.
- The head of concerned department informs the Maintenance Committee about the need for repairs and cleaning as and when necessary
- The support staffs are responsible for ensuring that the facilities are properly used and maintained.
- Dedicated maintenance staffs are responsible for day to day cleaning of class rooms, wash rooms and other infrastructure facilities and premises.
- The college maintains a stock register for the utilities. The stock and allocations of the facilities are kept by the Maintenance Committee of the college.

B. Utilization and Maintenance of Computer Laboratory

- Practical session laboratory is assigned according to a timetable framed by the Routine Committee.
- Standard operating procedures for handling diverse equipment and instruments must be properly adhered to.
- The computer teacher is responsible for computer lab upkeep, while the Maintenance Committee for IT infrastructure is in charge of all computer repairs and maintenance.
- The stock register is regularly updated and maintained.
- Old and outdated equipment's, and instruments are discarded as per decision of the Salvage Committee.
- Faculty and students are able to request software upgrades via a software upgrade form. Principal's approval is necessary for up gradation of software.



[Signature]

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Download the application form from
Website: <http://duliajancollege.org>

QAT: 0374-2801459
or: duliajan@rediffmail.com

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C. Utilization and Maintenance of Library:

- Cell-phone, eatables etc. are strictly prohibited in the library and is maintained as a silent zone.
- The book list requirement is received from the relevant department in accordance with curriculum changes and variations in intake.
- To gain access to the library, students and teachers must first obtain an Identity Card.
- All library functions, such as book borrowing and lending, are monitored by fully automated library software.
- Students can use the library during working hours, from 8.30 a.m. to 4.30 p.m., according to their schedule.
- Library reading room is open during office hours
- The students can use the digital library to access online resources.
- The library facilitates online access to books, journals, courses, thesis and other reading materials.
- The condition of all library books is checked on a regular basis, and old books are kept in good condition by binding them if necessary.
- The Library has following institutional library memberships
 - I. Nlist
 - II. e-Sodh Sindhu

Rules & Regulation for Library

A. While using the library please ensure...

- Write your name in the Gate Register every time.
- Keep your bags and other belongings at the property counter near the entrance except purses and note-books.
- Do not carry any personal or issued books in the stack area.
- Maintain absolute silence and strict discipline in the reading hall.
- Switch off your mobile.
- Do not carry any eatables in the library.





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B. While taking membership...

- All student members of the college can take membership of the library.
- All teaching and non-teaching staff can take membership of the library.
- Membership for the outsiders will be provided with the permission of the Principal.
- Outsiders can go through the collection in the library premises with librarian's permission.

C. While borrowing and returning books...

- 5 Nos. of books to the Major students and 4 Nos. of books to the General students issued at a time for 15 days against their Member Card. 10 Nos. of books issues to per teacher against their Member Card for a semester when they required. They must return the borrowed books at the end of the semester.
- Check the book at the time of issuing. In case of any defect or damage seen please inform the library staff.
- Issued books must return on or before the due date. If renewal is needed it is compulsory before the due date, otherwise fine will be charged at Rs.2/- per books, per day for the period of books are kept beyond the due date.
- The books may be renewed if the same are not in demand or are not reserved by other readers. The renewal will be done on the physical presentation of the book only. Again a book which is in great demand may not be reissued to the same student on consecutive days.
- 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. In this case, replacement of book has to be made by the user.
- Reference collections of the library such as Journals, Magazines, Dissertation and Project reports, Question Papers, News Papers etc. will not be issued outside the library.



[Signature]
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2. Policy for Physical Infrastructure:

A. Maintenance, Housekeeping and Annual Maintenance Contracts

- The Department that requires repair and maintenance has to file a written complaint with the Maintenance Committee through the respective HOD.
- The details of the maintenance work and the equipment must be specified.
- The Maintenance Committee creates a routine and preventive maintenance schedule for all physical infrastructures and assigns duties to the appropriate staff.
- The maintenance schedules are carried out with the assistance of both internal and external agencies, as well as annual maintenance contracts.
- Proper inspection is done by the person/team responsible for maintenance before execution.
- When the task is finished, the Head of the Department signs the job completion report.
- The bill is generated and processed by the concerned staff before being forwarded to the Principal for final payment.
- Annual Maintenance Contracts for housekeeping is in place at the college.

B. Policy for write-off:

- Equipment that is beyond repair or has lost functional significance is reported to the Committee by the heads of departments.
- Committee members inspect the equipment in person and report their findings to higher authority for further action, such as repair from outside agencies or write-off.
- For equipment write-offs, the appropriate In-charge updates the records, which are subsequently authenticated by the Head of the Department and Principal.
- As a result, such equipment is written off with the permission of the Principal. For equipment write-offs, standard accounting procedures are used.
- According to the instruction of the Dibrugarh University through circulars from time to time, the Answer Sheets are preserved.
- The Library Committee periodically identifies old books, out-of-date books, damaged books, newspapers, periodicals, and magazines, and proposes that they be discarded; the minutes of the Library Committee meetings are placed to the Principal for final approval.



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