INSTITUTIONAL USAGE

AND

MAINTENANCE POLICY

FOR

PHYSICAL, ACADEMIC AND SUPPORT

FACILITIES

MAYANG ANCHALIK COLLEGE

Rajamayang, Morigaon, Assam- 782411

2019

SECTION I: PHYSICAL FACILITIES

➢ **EVENT/ MEETING HALLS**

➢ **GYMNASIUM HUB**

➢ **MAYANG ANCHALIK COLLEGE PUBLICATION HUB**

➢ **SPORTS AND GAMES FACILITIES**

➢ **COLLEGE CANTEEN**

➢ **DEPARTMENTAL KITCHENS**

➢ **MAYANG ANCHALIK COLLEGE GIRLS' HOSTEL**

➢ **CAMPUS AND TOILETS/ WASHROOMS**

➢ **ELECTRICAL INFRASTRUCTURE**

EVENT/ MEETING HALLS:

1. For requirement and usage of the hall, the concerned party is required to apply to the nodal person on a standard format
2. Allocation of the halls are made on first-come-first-served-basis, subject to availability on the required dates
3. Carrying and consumption of eatables are not permitted inside the halls
4. Responsibility of proper and appropriate usage of the halls lies with the parties responsible for organizing various events
5. All banners/ flex displayed inside the halls by the organizing parties must arrange to remove the same immediately after the conclusion of the events.

I. Central Auditorium:

➢ This non-air-conditioned hall with a maximum seating capacity of approximately 300 pax is intended to be used for holding various meetings, talks and other miscellaneous presentations.

II. Conference Hall (Academic Block-D):

➢ This conference hall with a maximum seating capacity of approximately 300 pax is intended to be used for holding various meetings, talks and other miscellaneous presentations.

III. Digital Conference Hall (Academic Block-D):

➢ This air-conditioned hall with a maximum seating capacity of approximately 80 pax, is intended to be used for holding various meetings, talks and other miscellaneous presentations
➢ Nodal person for monitoring and maintenance of the hall has been assigned to Utpal Nath, Asstt. Librarian, DCN Library.

GYMNASIUM HUB:

➢ The Gymnasium Hub is under the supervision of a Gymnasium Instructor, who is in charge of collection of member subscription amounts as well as providing instruction to all members during workouts
➢ Membership of the gymnasium is open to all subject to the payment of a reasonable fees as detailed in the table below

CATEGORY	MONTHLY	FEE RATES (in INR) HALF – YEARLY	YEARLY
STUDENTS	50	300	500
TEACHING STAFF (OTHERS)	100	600	1000
TEACHING STAFF (REGULAR)	75	450	800
NON-TEACHING STAFF (NON-CAMPUS)	100	600	1000
NON-TEACHING STAFF (CAMPUS)	75	450	800

ADMISSION FEE OF RS. 50/- APPLICABLE FOR ALL CATEGORIES

- Any individual desirous of acquiring membership of the gymnasium is required to fill up the Membership Enrolment Form (available in the college website or with the Gymnasium Instructor) and submit the same to the gymnasium instructor with the requisite amount of fee
- Other terms and conditions for use of the Gymnasium Hub are detailed in the membership form
- The timing schedule of the gymnasium is detailed in the table below:

CATEGORY	TIME SLOT
CAMPUS RESIDENTS (MALE)	05.00 A.M. – 06.00 A.M.
TEACHING STAFF & STUDENTS (MALE)	06.00 A.M. – 07.00 A.M.
TEACHING STAFF & NON-TEACHING STAFF (FEMALE)	01.00 NOON – 02.00 P.M.
TEACHING STAFF & NON-TEACHING STAFF (MALE)	02.00 P.M. – 03.00 P.M.
STUDENTS (FEMALE)	03.00 P.M. – 04.00 P.M.
STUDENTS (MALE)	04.00 P.M. – 05.00 P.M.
GIRLS' HOSTEL INMATES & CAMPUS RESIDENTS (FEMALE)	05.00 P.M. – 06.00 P.M.

MAYANG ANCHALIK COLLEGE PUBLICATION HUB:

- Modalities for its functioning is governed through a designated term-bound committee appointed by the Principal
- Publications under the hub is determined through resolutions adopted in the designated committee meetings
- Funding for the publications is provided by the college authority subject to appropriate Governing Body resolutions

SPORTS AND GAMES FACILITIES:

- Includes the Badminton and the Sports Library
- Monitoring of the functioning and maintenance is governed through a Sports and Games Promotion Committee, constituted by the Principal in consultation with the IQAC

COLLEGE CANTEEN:

- The canteen is a privately managed unit that runs on periodical contract basis
- The lessee to which the contract is awarded is required to pay a pre-determined amount to the college fund on annual basis
- Monitoring of the functioning and maintenance of the canteen is governed through a Canteen Monitoring Committee constituted by the Principal in consultation with the IQAC

MAYANG ANCHALIK COLLEGE GIRLS' HOSTEL:

➢ The hostel was inaugurated on 22.08.2018,by Pijus Hazarika, State Health Minister of Assam with funds obtained from the UGC

➢ The seats in the hostel are allotted after admission on the basis of merit and first come first served basis

➢ The total intake capacity of the hostel is 60

➢ The hostel is monitored by a Hostel Monitoring Committee, which is constituted by the Principal in consultation with the IQAC

➢ The day to day affairs of the hostel are managed and monitored by a lady warden/ superintendent stationed in the hostel premises

Code of Conduct for Girls' Hostel Boarders:

➢ RAGGING is STRICTLY PROHIBITED in the hostels. Reported cases of ragging incidents shall be dealt with a strong hand as per prescribed law

➢ Boarders must positively enter the hostel premises on or before 6.00 p.m. during the period April to October and 5.00 p.m. during the period November to March

➢ Boarders must be available/ present for evening assembly sharp at 6.00 p.m. (during April to October) and at 5.00 p.m. (during November to March)

➢ Every boarder must STRICTLY maintain the entry and exit register

➢ Visiting hours for guests is between 3.00 p.m. to 5.00 p.m.

➢ Compulsory study hour period for all boarders is 6.30 p.m. to 9.00 p.m.

➢ Meal timings must be STRICTLY maintained. If any boarder misses the meals during the scheduled timings, it will not be provided later

➢ Overnight stay outside the hostel is not permissible otherwise than on specific/ emergency circumstances and with prior permission of the Hostel Superintendent

➢ Any male person, even belonging to the family members of the boarders, is not permitted to enter the hostel premises

➢ Mess dues should be paid within 1st week of every calendar month. In case of late payment, an amount of Rs. 30.00 shall be charged for the first 15 days and thereafter Rs. 50.00 for every 15 days

➢ Mess dues for every month shall have to be paid as per rates fixed by the Hostel Superintendent. Boarders not staying in the hostel continuously for 15 days or less shall have to pay full mess dues. Boarders not staying in the hostel continuously for 16 days or more shall have to pay one-fourth of the mess dues.

➢ Annual admission to the hostel is compulsory

➢ Fans and lights are to be switched off and water taps turned off when not in use

➢ Strict decorum must be ensured in the dining halls and other common areas

- Use of electrical appliances such as room heaters, immersion rods, iron, stove etc is STRICTLY PROHIBITED in the rooms. Any of these forbidden items if found, will be confiscated and appropriate fine realized from the users.

- Use of intoxicating substances like narcotic drugs, alcohol, cigarettes, pan masala, etc by the boarders is STRICTLY PROHIBITED

- Clean and decent dresses must be worn within the hostel complex. Short/ vulgar dresses are NOT allowed outside the rooms.

- Cleanliness in the hostel premises is mandatory. Boarders shall keep their rooms neat and tidy and also dispose off garbage in a proper manner.

- Responsibility of keeping care of personal belongings lies with the individual boarders. Valuable items must be kept under proper lock and key. Hostel authorities shall not be responsible for any loss or damage of personal belongings.

- Hostel Superintendent is authorized to check the belongings of any boarder without prior information, for ensuring the safety, security and overall well-being of the inmates

- Hostel properties subject to damage will have to be appropriately replaced at the earliest by the boarder causing the damage; otherwise, the damage amount will be realized from the caution deposit

- Violation of any of the stipulated rules and guidelines shall be treated as acts of misconduct and appropriate action shall be taken

- All forms of misconduct, misbehavior, disobedience, insubordination and violence shall invite appropriate disciplinary action which may amount to expulsion from the hostel or from even the institution

- The Hostel Superintendent may be approached anytime by any boarder for any sort of problem or guidance

CAMPUS AND TOILETS/ WASHROOMS:

1. Menial workers hired by through a private contractor are engaged in day to day cleaning of the campus (including classrooms) and toilets
2. Toilets (common area) are cleaned on a periodical basis during the day, while toilets/ washrooms (departmental) are cleaned once during the morning hours

3. Waste products generated inside the campus are carried away by municipal garbage vans on a daily basis
4. The Campus Beautification Committee constituted by the Principal is assigned the task of all beautification matters inside the college campus, including tree plantations, hanging of signboards and other aesthetic matters

List of toilets/ washrooms (06):

Administrative BLOCK: 02 (attached to Principal's office)
Academic BLOCK-D: 04(attached to Girls Common Room), 12, 22, 23, 27=5

ELECTRICAL INFRASTRUCTURE:

1. HODs of all departments shall inform the Principal in writing about any malfunctioning of electrical equipment within their jurisdiction and the Principal shall undertake necessary steps accordingly
2. If electrical accessories/ parts are available within the college stock inventory, the electrician shall arrange to utilize the same for fixing up the problems and the HODs shall give a written statement in this regard
3. If electrical accessories/ parts are required to be purchased from the market, the HODs shall arrange to purchase the same with his/ her own resources and later get it reimbursed from the office
4. For matters falling outside the purview of the HODs, the electrician shall give a tentative estimate of required electrical accessories/ parts to the Principal who shall get it purchased through official procedure
5. The electrician employed by the college is required to be available in the campus on a 24-hour basis, particularly during the working days, for fixing/ maintenance of all minor electrical problems
6. During electrical load shedding, the electrician shall run the silent diesel generator set; he shall be in charge of monitoring and maintenance of this generator set
7. Maintenance of the movable sound system/ mike set of the college is entrusted with the electrician; for use of this sound system/ mike set, the user part is required to inform the Principal
8. During the course of any events being held/ organized in the meeting halls, the electrician is required to assist the organizers in the operation of the various electrical equipment/ computers/ LCD projectors, etc. and make himself available for smooth functioning of all electrical gadgets and equipment

SECTION II: ACADEMIC FACILITIES

❖ **CLASSROOMS**

❖ **LABORATORIES AND RESEARCH FACILITIES**

❖ **CENTRAL LIBRARY**

❖ **DEPARTMENTAL LIBRARIES**

❖ **EXAMINATION CONTROL ROOM**

CLASSROOMS: HODs of all departments shall ensure that –

1. All classrooms under their departmental jurisdiction are kept clean and tidy
2. Desks and benches in the classrooms are kept in order
3. Fourth grade employees attached with the departments be properly instructed to undertake the above tasks to the satisfaction of all concerned
4. All users adhere to the directions given in the statutory display boards (mobile restriction/ scribbling restriction/ energy saver reminder) in every classroom

I. Non-ICT Classrooms:

1. Allocation of rooms for holding daily classes to be determined by the Routine Committee constituted by the Principal
2. Allocation of rooms for holding academic examinations (conducted by Council and University) to be determined by the respective examination committees constituted by the Principal
3. Allocation of rooms for holding non-academic examinations (conducted by external agencies/ organizations) to be determined by the respective examination committees constituted by the Principal
4. For requirement of rooms for holding non-academic examinations (conducted by external agencies/ organizations), the concerned party is required to apply to the Principal in advance. Allocation shall be made on first-come-first-served-basis, subject to availability on the required dates
5. All parties that holds non-academic examinations shall pay a requisite centre fee to the college, which can be either paid in cash to the Assistant Officer In-Charge of the examination committee or deposit the amount in a designated bank account of the college
6. It shall be responsibility of the Assistant Officer In-Charge of the non-academic examination committees to ensure tidying up and keeping the furniture (desks and benches) of the examination halls in proper order after the conclusion of the examinations

II. ICT-enabled Classrooms (including Smart Classrooms):

1. Holding of classes or other events in these rooms is determined by the department to which these classrooms are allocated
2. These rooms are preferably not to be used as examination halls
3. These rooms are strictly not to be allocated for holding non-academic examinations

List of ICT-enabled Classrooms (05):

➤ D-BLOCK: 08(Assamese), 11(History), 17(Education), 19(Economics), 21(Pol. Science)=05

List of Smart Classrooms (05):

➤ D-BLOCK: 08(Assamese), 11(History), 17(Education), 19(Economics), 21(Pol. Science)=05

LABORATORIES AND RESEARCH FACILITIES: HODs of all departments shall ensure that –

1. Educational Psychology laboratories under their jurisdiction are kept clean and tidy
2. Desks, benches, tables, tolls, materials and equipment in the laboratories are kept in order
3. Fourth grade employees/ laboratory bearers attached with the departments be properly instructed to undertake the above tasks to the satisfaction of all concerned
4. All users adhere to the directions given in the statutory display boards (mobile restriction/ energy saver reminder/ laboratory instructions) in laboratory room

I. Departmental Laboratories: The following guidelines are designed to ensure optimum safety conditions inside the labs and to ensure protection against various forms of injuries. These guidelines are enforceable at all times by authorized departmental personnel only. Students who do not follow these guidelines are liable for dismissal from the lab and other disciplinary action as deemed fit. Visitors and children are permitted to enter the laboratories under proper supervision and guidance only.

General Guidelines for Laboratories

❖ Entrance to a laboratory is not encouraged unless specifically permitted for any intended use by the departmental head/ teachers/ lab in-charges/ instructors

❖ Students must carefully read any experiment before coming to the laboratory

❖ All doubts needs to be cleared before the start of any activity/ experiment

❖ Students should not perform unauthorized/ unscheduled experiments; Prior permission is required from the concerned teachers before starting of any activity/ experiment

❖ Students are expected to follow all written instructions (displayed) and verbal instructions given by the concerned teachers/ lab in-charges/ instructors

❖ Students must remain alert and attentive at all times

❖ Chemicals/ equipment/ instruments/ materials/ tools should not be touched unless instructed by the concerned teachers/ lab in-charges/ instructors

❖ Visitors to any lab must be aware of location and usage of all safety equipment and measures that are available, e.g. fire extinguisher, first aid kit, etc.

❖ Belongings not required for experimental work must be kept at a distance in proper places

❖ Food and beverages should not be brought inside or consumed inside the lab

❖ Equipment/ instruments/ materials/ tools inside the lab must be handled carefully and for the purpose for which it is intended

❖ Equipment/ instruments/ materials/ tools must be checked before the start of any experiment; Damaged, cracked and defective equipment/ instruments must be reported immediately to the concerned teachers/ lab in-charges/ instructors

❖ Malfunctioning of equipment/ instruments and accidents/ breakages during the course of any experiment must be reported immediately to the concerned teachers/ lab in-charges/ instructors

❖ Equipment/ instruments/ materials/ tools that were used in the lab for the conduct of any experiment must be returned in clean and good condition at the end of the practical sessions, and kept in the proper designated location if trans-located during the conduct of experiments

❖ Lab area must be left in a clean condition at the end of practical sessions

❖ In emergency situations like fire and earthquake:
1. Laboratory/ building must be vacated immediately through the nearest exit point
2. All electrical switches must be turned off

3. Running experiment must be aborted and instruments quickly turned off

List of Departmental Laboratories (L)/ Lab cum Classroom (LC)/ Lab cum Smart Class Room (LSC)/ Lab cum Digital Classroom (LDC)/ Preparation Room (PPR)/ Project Room (PR)/ Store Room (SR)/ Dark Room (DR)[08] :

❖ D-BLOCK: 24 (Psychology Laboratory)
❖ D-BLOCK: 08(Assamese), 11(History), 17(Education), 19(Economics), 21(Pol. Science)=05

L: 1, LC: 0, LSC: 3, LDC: 0, PPR: , PR: 5, SR: 0, DR: 0

CENTRAL LIBRARY (DIPAN CHANDRA NATH LIBRARY):

1. The Library timings are from 09.30 a.m. to 04.30 p.m. while book issue timings are from 11.00 a.m. to 03.00 p.m. (except on Sundays and Holidays prescribed by the Gauhati University). The library remains open during the summer and winter breaks of the college.

2. All library visitors shall hand over their personal books, bags, sticks, umbrellas, parcels, attaches, portfolios, etc. to the library staff at the Property Counter, located at the main entrance; students and staff shall display their valid Library Card at the digital Library Attendance System

3. Water bottles and other eatables are not allowed inside the reading room

4. Valuable materials like currency, ornaments, mobile phones, electronic gadgets, etc.

5. shall be separated before depositing the bags etc. at the Property Counter; if not separated, the Library Authority will not be held responsible for any subsequent loss of these items; the Property Counter is available to the *bonafide* members of the library and only during their stay within the library premises

6. Wearing proper college uniform and possession of College Identity Card is mandatory to enter the library premises

7. Complete silence must be maintained inside the library premises; mobile phones, and other audio and video devices should be kept in silent mode inside the library premises

8. Class note books and other copy books may be allowed to be taken inside the library, subject to proper checking at the entry points; however, personal books are not allowed to be taken inside

9. Books after use should be kept on the reading table; library staff on duty shall arrange these books properly in the respective shelves, stacks or almirahs

10. Borrowers and readers are expected to check defects in any books (if any), before being issued in their name; if any such defects are noticed, if should be immediately brought to the notice of the staff on duty. The borrower shall be held responsible for any damage is detected at the time of return and shall be required to compensate for the defect noticed.

11. 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

12. Personal laptops will be allowed inside the library but the users will maintain an environment which shall not cause any disturbance to other users; internet access with necessary access permission through wi-fi mode will be provided to the laptop users; however, computers and internet shall be used only for academic purposes only; users can access the e-resources offered by the library

13. Any individual walking out of the library with any book or other resource/ material, or if found to be involved in mutilating/ tampering with any book or other resource/ material, will face disciplinary action

14. Violation of these rules may lead to withdrawal of library privileges from any user

15. Library users can search documents by Online Public Access Catalogue (OPAC)

16. Students of different classes are entitled to borrow books as follows:

17. Undergraduate (Major/ Honours Course) Students: 4 (four) books at a time

18. HS/ Undergraduate (General Course)/ Post-graduate Students: 2 (two) books at a time

19. A Smart Card is issued to every student which shall be used during issue and return of books. Books can also be borrowed through the use of th*e* Self-service Kiosk.

20. Loss of Library Cards will have to be immediately reported to the Librarian; duplicate cards may be issued on payment of Rs. 50.00

21. Library books are normally issued for 30 (thirty) days; however, the books can be re-issued for 7 (seven) more days

22. If any member fails to return the borrowed book (s) or other resource within the stipulated due date, he/she shall be suspended from the library membership for a specified period; for final semester students, late fine is Rs. 1.00 per day per book

23. Library membership may be suspended at the sole discretion of the Librarian, if any member is found to be constantly irregular in returning books

24. A Book Bank facility is maintained in the central library for catering to the demands of poor and meritorious students; such students can borrow 4 (four) books from the book bank for the entire semester period

25. Reprographic services (for library materials only) is available on payment basis
26. Orientation programs are conducted for the users on a periodical basis

27. Encyclopedias, dictionaries, periodicals, newspapers and other reference materials shall not be loaned out of the library

28. For all materials that are lost or damaged while on loan, the borrower shall be held responsible, and he/she shall be required to compensate for the loss

29. All borrowers whose membership ceases or is suspended, must return all books that were issued in his/ her name

30. The Librarian reserves the right to recall any book (s) before the due date if necessity arises.

31. The library reserves the right not to issue any book having maximum demand and less number of copies

32. The library has the membership of N-LIST; for using it, library members will have to collect User IDs/ Passwords from the Office of the Librarian

33. The library is under the supervision of a Library Advisory Committee.

DEPARTMENTAL LIBRARIES (01):
1. Stock piling, usage and maintenance of these libraries is under the sole prerogative of the departments concerned
2. Books of these libraries may be collected through voluntary donation fo different individuals and stakeholders, viz. alumni, retired faculty members, faculty members of other institutions or any member of the public
3. Books may be issued from these libraries to the departmental students for short term periods
4. Records of book issue may be recorded in designated book registers and faculty members may take turns to serve as departmental librarian in-charges
- D-BLOCK: 08 (Assamese), D-21 (Political Science), D-17 (Education) = 3
- B-BLOCK: (English), = 1
- D-BLOCK: 19(Economics), 11 (History)=2
- D-BLOCK: (Tourism Management) = 1
- D-BLOCK: 01 (Computer Science) = 1

EXAMINATION CONTROL ROOM:
1. This facility is for usage by various examination committees for the entire duration of the concerned examinations
2. The steel/ iron cabinets/ almirahs of the Examination Control Room are to be used for storing various examination-related papers and documents of the concerned examinations by the various examination committees
3. Before the onset of the concerned examinations, the Conveners of the respective examination committee shall take the key (s) of the steel/ iron cabinets/ almirahs of the Examination Control Room from the Office Superintendent, which shall remain in his/her personal custody
4. At the conclusion of each and every examination, the Convener of the respective Examination Committee shall hand over the key (s) back to the Office Superintendent
5. Persons not connected with examination works are not to be encouraged/ permitted to enter the Examination Control Room for purposes other than the concerned examination, by the Conveners of the respective Examination Committees

SECTION III: SUPPORT FACILITIES

- ❖ **COMPUTERS**
- ❖ **PRINTERS & PHOTOCOPIERS**
- ❖ **INTERNET**
- ❖ **WEBSITE UPDATING AND MAINTENANCE**
- ❖ **LCD PROJECTORS**
- ❖ **FIRST AID CENTRE**
- ❖ **DAY CARE CENTRE**
- ❖ **STUDENTS' COUNSELLING CENTRE**
- ❖ **STUDENTS' GRIEVANCE REDRESSAL CELL**
- ❖ **INFORMATION AND CAREER GUIDANCE CELL**
  NATIONAL CADET CORPS
- ❖ **NATIONAL SERVICE SCHEME**
- ❖ **RED RIBBON CLUB**
- ❖ **INDIAN RED CROSS**
- ❖ **BHARAT SCOUTS AND GUIDES**

COMPUTERS: HODs of all departments shall ensure that all computers are

1. Strictly utilized for official purpose (academic and administrative) only
2. Used for official type-setting works and official communication through internet
3. Protected through good anti-virus software
4. Dusted properly at regular intervals and kept in clean environments
5. Not used for storage of irrelevant/ unofficial/ personal data
6. Preferably password protected
7. Discouraged for personal and non-institutional usage

I. Departments:

❖ **Staff Room Computers:**
   1. Open access is available for all faculty members
   2. Students can make use of the computers after informal permission from any of the faculty members for academic usage like preparation of field reports, accessing web resources, e-learning resources, practical works, etc.
❖ **Laboratory Computers:**
   1. To be used during practical class/ examination sessions only
   2. Not to be accessed in the absence of laboratory instructor/ assigned faculty member
❖ **Smart Classroom Computers:**
   1. To be used by faculty members during class hours/ student activities
   2. Access by students is not permitted

II. Office: This category includes computers in the Office of the Principal, the DCN library, IQAC office and GU IDOL office

1. Access to the computers is permissible for assigned/designated office staff only
2. Access of computers of one section by staff from other sections is restricted

PRINTERS AND PHOTOCOPIERS:

1. Printing/ photocopying of official documents are to be kept at the minimum extent, in view of the institutional digital initiatives in the matter of administrative communication and record keeping
2. All official printing/ photocopying works are to be done judiciously, preferably in draft printing mode
3. Printing/ photocopying of personal documents is not encouraged in the departmental/ office printers

SL. NO.	DEPARTMENT/ SECTION/ OFFICE	NO. OF COMPUTERS	NO. OF PRINTERS
1	ASSAMESE	1	0
2	ENGLISH	1	0
3	ECONOMICS	1	0
4	EDUCATION	1	0
5	POLITICAL SCIENCE	1	0
6	HISTORY	1	0
7	COMPUTER SCIENCE LAB	10	0
8	PRINCIPAL'S OFFICE	1	0

9	COLLEGE OFFICE	**4**	**1**
10	IQAC OFFICE	**2**	**1**
11	CENTRAL LIBRAY	**3**	**1**

INTERNET:

1. Usage of internet facility is strictly for official purposes (academic and administrative)
2. Faculty members are encouraged to use the internet facility for downloading freely available e-resources for the benefit of the students
3. Students can also make use of the internet facility in the departmental computer desktops for the purpose of preparing home assignments and project reports

WEBSITE UPDATING AND MAINTENANCE:

1. All issues pertaining to monitoring, updating, maintenance and review of the institutional website *(www.mayanganchalikcollege.org.in)* falls under the purview of the Website Updating and Maintenance Committee
2. The Technical Officer attached with the IQAC is entrusted with the task of uploading all website data, on a day to day basis, except certain departmental related data like events, achievements and notice board sections, which is expected to be accomplished through the departmental admins, specially trained by IQAC in collaboration with the website developer and the Computer Science Department of the college
3. All forms of data meant to be uploaded in the website through the IQAC Technical Officer is required to be submitted to IQAC only via the following channels:

- **ADVANCE INTIMATION FORM** to be submitted by all stakeholders before the start date of any event (for advance display of event information in the college website)

- Photos/ Reports generated after the conclusion of events are to be sent for website upload through the following modes: **WhatsApp Groups** (MAC IQAC, MAC Faculty Regular, MAC Faculty Non-Sanctioned, PC Joint Coordination Group), **E-mail: mayanganchalikcollege@gmail.com** , **Hard copies** (to be scanned and uploaded)

LCD PROJECTORS:

1. These are provided in the Smart Classrooms and Digital Classrooms of the academic departments as roof mounts
2. Faculty members of respective academic departments have open access to the use of these facilities
3. Students have limited access of these facilities during departmental student seminars, under the supervision of faculty members
4. These are also provided to guest speakers/ external resource persons as and when necessity arises

FIRST AID CENTRE (FAC):

➢ The FAC functions under the Health Care Monitoring and Promotion Committee, which is constituted by the Principal in consultation with the IQAC

➢ It provides free first aid health facilities in cases of emergency to all students and staff of the college

➢ The FAC is equipped with the following infrastructural provisions, viz. *Semi Fowler Hospital Bed, Stretcher, Self Care Kit, Wheel Chair, Digital B.P. Apparatus (Automatic), Accu Check Instant, Saline Stand*

STUDENTS' COUNSELLING CENTRE (SCC) :

➢ The SCC is entrusted with the responsibility of undertaking personal counseling issues of the students with professional assistance wherever required

➢ The SCC is also entrusted with the task of coordinating and monitoring the departmental level student mentoring system

➢ The members of SCC are nominated by the Principal in consultation with the IQAC

STUDENTS' GRIEVANCE REDRESSAL CELL (SGRC):

➢ All grievances of the students must be lodged with the Coordinator of SGRC, either in offline (in writing) or online mode (at *www.mayanganchalikcollege.org.in*)

➢ For offline mode, applications in plain paper must be deposited in the drop-box placed in front of the Principal's office, located in the Administration

➢ The members of SGRC are nominated by the Principal in active consultation with the IQAC

INFORMATION AND CAREER GUIDANCE CELL (ICGC):

➢ The ICGC organizes various career-oriented programs from time to time, in collaboration with different external agencies/ organizations

➢ The members of ICGC are nominated by the Principal in active consultation with the IQAC

NATIONAL SERVICE SCHEME (NSS):

➢ The NSS provides opportunity to students to take part in various government led community service, activities and programs

➢ This unit of the college as introduced in 1978 with financial aid from Govt. of India

➢ The NSS Advisory Committee, constituted by the Principal in consultation with the IQAC, monitors the various activities of NSS

INDIAN RED CROSS (IRC):

➢ The Indian Red Cross is a voluntary humanitarian organization, providing relief in times of disasters/ emergencies and promotes health and care of the vulnerable people and communities

➢ The Mayang Anchalik College Unit of IRC was set up in 2019

➢ The activities of IRC is coordinated by a designated committee constituted by the Principal in consultation with the IQAC

BHARAT SCOUTS AND GUIDES (BSG):

➢ The Rover Crew and Ranger Team are BSG units for boys and girls students respectively

➢ The different units impart training courses, organizes camping, community and adventure activities for the students

➢ The Scouts and Guides Advisory Committee, constituted by the Principal in consultation with the IQAC, monitors the various activities of BSG.