

Procedures and policies of Udalguri College, Udalguri for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers and classrooms etc.

Udalguri College, Udalguri has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The following are related to it:

Maintenance of library:

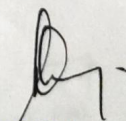
For maintenances of library infra-structure and facilities the Library Committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a sizeable stock of texts and references in their departmental libraries. For enriching of the library, the Committee procures books during book fairs and in other times too.

Maintenance of the Laboratory:

The laboratory equipment, specimens, and other necessary chemicals are purchased by the office of the Principal and purchase committee as per the requirements of the concerned departments. The departments are asked to submit their requirements by the Principal after which the materials required are purchased. The departments sensitize the students availing the facility to use the laboratory in a judicious manner.

Maintenance of the Sport facilities:

The Sports Secretary who is elected through Udalguri College Students Union with the aid of the sports in-charge who is selected from among the teachers, take the responsibilities of the maintenances of the sport facilities. The necessary goods and sports articles are purchased by the office of the Principal as per the recommendations of the sport secretary and the teacher in-charge. For outdoor games the College has a spacious playground. The said playground also houses a basket-ball ground. Games such as football, track and field events, badminton, Kabbadi, etc are organised with a week-long programme as per the affiliated university's schedule. Students are encouraged to participate in events organised outside the campus with some financial support from the College. Students with excellence and achievements are publicly felicitated in the campus.


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Maintenance of Computers and IT facilities:

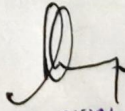
The office of the principal decides about purchasing necessary IT equipment as per recommendations received from the departments of the colleges and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary. There is an ICT cell in the college which looks after the maintenance of the computers and facilities.

Classroom facilities:

Classrooms require daily maintenance. Hence the cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers on a daily basis. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements are found the purchase committee are appraised of the requirements. The purchase committee makes the purchases after approval from the Principal. There are projectors in as many as eight classrooms, besides smart classrooms.

Student support and welfare:

The College tries to ensure the welfare of students with support services. Various sub committees are in the college to support services, student welfare and to meet their needs. The Principal is the chairperson of all sub committees besides the students union. There is a Health and Hygienic Committee for maintenances of the college canteen and to ensure the healthy and hygienic food for the students as well as the other members of the college. The Health and Hygienic Committee comprises of a medical officer has been appointed by the college authority as per a memorandum of understanding. The assigned doctor is at the beck and call of the Hostel boarders as and when necessary. The Hostel Sub- Committee looks after the hostel facilities for the borders in the college campus. The Hostel as a whole can boarder 100 female students. The Women Hostel in the College campus is presently boarded by 65 female students who are supervised by a female warden from among the faculties in the College. 3 matron and a night chowkidar extend their services in the Women Hostel. The hostel management committee ascertains smooth administrative functioning of the hostels as well as tries to maintain a homely environment for its borders.


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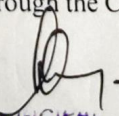
The body of Grievance Redressal Cell which looks after the Grievances of the stake holders looks into all cases of ragging or instances of sexual harassment.

There exist parking places for both motorised and non-motorised vehicles for students. For the bike riders there are two bike stands in the campus. Dustbins for non-degradable materials have been placed. The NSS unit maintains the social services within the campus and outside it. The College authority observes National & International days of importance wherein the students are appraised about the necessity of observing the programmes. The students thereby learn about the importance of being responsible members of the society & the nation.

Academic Support:

The College is presently affiliated to Gauhati University (5th & 6th Sem) and from the session 2020 the affiliation of the College has been aligned to Bodoland university, Kokrajhar. The college has an elaborate academic support mechanism which is looked after by the Academic sub-committee. All the departments follow the syllabus of the affiliated universities for the U.G. Level while the PG section (only the Department of Bodo) is totally affiliated to Bodoland University. The examination system is very systematic and transparent. The mid semester examinations are conducted by the Exam Cell which has the Principal as Officer-in-Charge and the Vice-Principal and 2 or 3 teaching members as the Assistant-Officer-in-Charges. For the Internal Evaluation, the Committee in league with the Departments, ensures setting of question papers and evaluation of answer scripts. Like-wise the end semester examinations are conducted through the Exam Cell. The Cell is responsible for the smooth conduction of examination and sending answer scripts to the respective zones under the affiliated university. For the benefit of the students both the sanctioned and contractual staff render their services. Remedial classes are also engaged for the students as an academic support.

Distance Education facility is also provided to the U.G. and P.G. levels under IDOL, Gauhati University, Krishna Kanta Handique State Open University, Assam and IGNOU. Since the College is situated in an area pre-dominantly populated by tribals, STs form the majority of students. Of course SCs and OBCs too form the part of the student family of the College. The College provides free studentship as per the directives of the Govt of Assam. The notices, exam- notifications, results etc are provided through the notice-boards as well as the WhatsApp group comprising of teachers and students. and attendance are provided to the students. Previous year question papers can easily be availed by the students through the College library.


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Committees Related to the procedures and policies of Udalguri College, Udalguri for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers and classrooms etc.

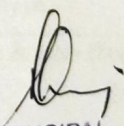
The Following is the complete list of Committees related to the procedures and policies of Udalguri College, Udalguri for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers and classrooms etc.

Library Committee:

Convenor	Members
Ramani Haloï, Librarian, Udalguri College	Junaki Daimari, Asst. Prof. Dept of History
	Namita Brahma, Asst. Prof. Dept of Bodo
	Shobharani Mochahary, Asst. Prof. Dept of History
	Bina Brahma, Asst. Prof. Dept of Education
	Somaina Daimari, Asst. Prof. Dept of Education
	Ponti Julias Basumatary, UDA, Udalguri College
	Ratneswar Brahma, Library Bearer
	Bir Bahadur Chetry, Library Bearer
	Geeta Narzary, Library Bearer

Laboratory Maintenance & Purchase Committee:

Convenor	Members
Ratul Chandra Bharali, Asst. Prof., Zoology	HOD, Botany
	HOD Chemistry
	HOD Education
	HOD Mathematics
	HOD Physics
	HOD Zoology
	Ponti Julias Basumatary, UDA, Udalguri College


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Games & Sports Committee:

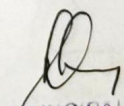
Convenor	Members
Phung Roje Mochahari, Asst. Prof. Economics	Susil Daimari, Asst. Prof., Education
	Maria Basumatary, Asst. Prof., English
	Pinku Sarma, Asst. Prof., Assamese
	Games & Sports Secretary, Udalguri College Students Union (UCSU)

ICT Cell:

Convenor	Members
Rupam Dutta, Asst. Prof., English	Rejoice Daimari, Asst. Prof., English
	Joseph Soren, Asst. Prof., Physics
	Kishor Das, Asst. Prof., Economics
	Ratul Chandra Bharali, Asst. Prof., Zoology
	Manoranjana Borah, Asst. Prof., Education
	Anjan Upadhyay, Asst. Prof., English
	Harendra Narzary, Junior Assistant

Class Room Maintenance:

Convenor	Members
Vice Principal, Udalguri College	Ponti Julias Basumatary, UDA, Udalguri College
	Someswar Brahma, Grade-IV Employee
	Dipak Chetry, Grade-IV Employee
	Parbe Chetry, Grade-IV Employee
	Raju Baral Chetry, Grade-IV Employee
	Minturaj Brahma, Grade-IV Employee
	Rakesh Brahma, Grade-IV Employee
	Bijoy Mochahari, Grade-IV Employee
	Rajib Basumatary, Grade-IV Employee
	Sanjit Narzari, Grade-IV Employee & Lab Bearer, Zoology


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	Roma Rabha, Grade-IV Employee & Lab Bearer, Physics
	Pradip Das, Grade-IV Employee & Lab Bearer, Botany
	Rinkhang Mochahari, Grade-IV Employee & Lab Bearer, Chemistry
	Sabita Basumatary, Grade-IV Employee
	Mridul Basumatary, Grade-IV Employee
	Mridula Das, Grade-IV Employee

Canteen Committee:

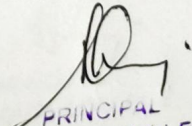
Convenor	Members
Somnath Nepal, Asso. Prof., Economics	Sujit Biswas, Asso. Prof., English
	Dr Niron Brahma, Asst. Prof., Bodo
	Bina Brahma, Asst. Prof., Education
	GS, UCSU

Hostel Sub- Committee:

Convenor /Warden	Members
Dr Rashmi Brahma, Asst. Prof., Bodo	Vice Principal
	Secretary, Girls Common Room
	Convenor- Women Cell of the College
	Lady Member of G.B., Udalguri College

Health and Hygienic Committee:

Convenor	Members
Dr Niran Brahma, Asst Prof & HOD, Bodo	Dr Premtush Murmu (Doctor Member)
	Ronjoy Daimari, Asst. Prof., Dept. of Philosophy
	Susila Basumatary, Asst. Prof., Dept. of Economics
	Nirmali Das, Asst. Prof., Dept. of Philosophy
	Ritika Dahal, Asst. Prof., Dept. of Economics
	Swajna Daimari, Asst. Prof., Dept. of Political Science


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Grievance Redressal Cell:

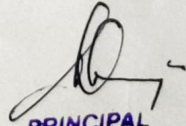
Convenor	Members
Dr Rohit Chandra Daimari	Dr J. Goswami Asso. Prof., Dept. of Assamese
	Jadabendra Roy, Asst. Prof., Dept. of Chemistry
	Manoranjana Borah, Asst. Prof. & HOD, Education
	Punu Kalita, Asst. Prof. & HOD, Assamese
	Susil Daimari, Asst. Prof., Dept of Education
	Dr Rashmi Brahma, Asst. Prof., Dept. of Education

NSS Cell:

Convenor	Members
Ronjoy Daimari	Neeta Das, Asst. Prof. & Head, Political Science
	Monidip Boro, Asst. Prof. & HOD, Dept. of Botany
	Pinku Kr Sarma, Asst. Prof. Dept of Assamese
	Maria Basumatary, Asst Prof. Dept of English
	Salvation Mochahari, Asst Prof. Dept of Political Science

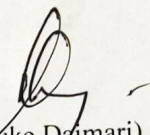
Academic Sub-Committee:

Convenor	Members
Vice-Principal, Udalguri College	Dr Nareswar Narzary, Asso. Prof., Dept of Bodo
	Naba Kumar Baishya, Asst. Prof. & HOD, Physics
	Anil Kr Bayan, Asst. Prof. & HOD, Economics
	S.N. Nepal, Asso. Prof., Dept. of, Economics
	Sujit Biswas, Asst. Prof., Dept of Economics
	Ratul Chandra Bharali, Asst. Prof., Dept. of Zoology,


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Exam Cell:

Convenor	Members
Vice Principal, Udalguri College	Ronjoy Daimari, Asst. Prof., Philosophy
	Maria Basumatary, Asst. Prof., English
	Phung Roje Mochahari, Asst. Prof., Economics
	Ramendra Brahma, Junior Assistant
	Tikendra Mochahari, Laboratory Assistant
	Biky Khungur Mochahari, Junior Assistant
	Someswar Brahma, Grade-IV Employee
	Dipak Chetry, Grade-IV Employee
	Rajib Basumatary, Grade-IV Employee


(Dr. Luke Daimari)
Principal
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