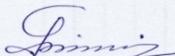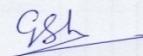## 4.4.2. Procedures and policies for maintaining and utilizing physical, academic and support facilities

1. There is a planning and development committee and a construction committee under the head of the institution, where the teaching, non teaching and technical members are included. The construction committee looks after the maintenance and upkeep of equipment and infrastructure. The college has full time care-taker to look after basic infrastructure, furniture, and Class room. Whenever any repair or innovation is needed the committee reported to the construction committee for necessary action. In case of repair, needed for the departmental room, the head of the department report to the construction committee for needful action.

2. There are laboratory bearers in science departments to maintain the laboratories. Each department maintain an Asset Register details list of laboratory equipments and regents and other assets like computer, laptops for the day to day working of the departments.

3. The centre library is smoothly run by the Liberian and his staff. The library makes a significant contribution in managing records of books, reference books, magazines, journals, publication of the faculty members in a orderly separate manner and these are regularly updated. The college library provides the service of INFLIBNET to all interested users. The library maintains specific procedure regarding lending's of books for teachers and students. Specific dates are fixed for the students of different semesters throughout the week. There is a provision of fine for not returning the books in time. Visiting registers are maintained for the teachers and students separately.

4. The college has a large playground as well as a gymnasium. It maintains a small flower garden and some medicinal plants. A small flower garden is also maintained by Tangla College Women's Forum. The NSS and NCC units of the college actively work on keeping the whole campus in good condition.

5. There is one electrician in the college who regularly check the electric connection and electrical apparatus. Facilities such as water pumping machine, water purifier, water cooler, electricity generating system are maintained in proper condition by regular inspection and repair work as required.

6. All computers of the college are upgraded from time to time and are protected using antivirus software Professional IT Company has been used for maintaining the IT sector of the college.

7. All the facilities are provided by the college for the smooth running of its Women's Hostel which is maintained under the supervision of the Hostel Sub-committee of the college.

The college office has an efficient group of staff members. All academic record of students of the college is maintained by using software.

Principal
Tangla College, Tangla

Coordinator, IQAC
Tangla College, Tangla