



OFFICE OF THE PRINCIPAL  
**S.B.DEORAH COLLEGE**  
**ULUBARI, GUWAHATI – 781 007**  
**Tel.: 0361-3511878**  
**E-mail: sbdeorahcollege@gmail.com**  
**Website: www.sbdeorahcollege.org.in**



Ref.....

Date:26/12/2022

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The college has maintenance committee that takes care of the entire physical, academic & support facilities. The HoDs and respective Teacher In-charge of various support facilities make a note of various maintenance works to be undertaken during the year and informed these to the principal. The principal then places the proposal of different maintenance works on priority basis to the Governing Body for approval.

NSS unit of the college looks after overall cleanliness.

Laboratories and classrooms are cleaned daily and reports are maintained.

Stock register and dead register is maintained by the principal's office to keep records of the computers, IT products, equipment etc and updated regularly.

The college has an established policy for maintaining laboratory equipment. Outside agencies are engaged when required for repairing of major equipment.

The college authority has signed AMC with different firms for the maintenance of various academic, physical and support facilities such as:

1) Computer – hardware & software including CCTV 2) Electricals – good, repair & replacement 3) Furniture 4) Plumbing works & water supply 5) Online portal maintenance 6) Website maintenance and 7) E-waste disposal. These firms look after the maintenance of computers, equipment and different support facilities of the college.

The library is maintaining accession/stock register of the collection and updated regularly. Weeding out of old and obsolete collection has been carried out annually and recorded in the dead stock register. Other maintenance work like binding, pest control, dusting and cleaning has been done on regular basis. A contractual person has been engaged for regular dusting and cleaning of the library while the pest control and binding has been done by engaging technical vendors on contract basis. Policies for using the college library are framed by the library committee and detailed outline of the rules and regulations governing the use of library resources have been displayed in the library reading room, notice board as well as in the prospectus and college website. The campus is equipped with 24/7 safe drinking water supply. Fire extinguishers are installed in various blocks and the campus is under CCTV surveillance.

*[Handwritten signature]*



OFFICE OF THE PRINCIPAL  
**S.B.DEORAH COLLEGE**  
**ULUBARI, GUWAHATI – 781 007**  
**Tel.: 0361-3511878**



**E-mail: [sbdeorahcollege@gmail.com](mailto:sbdeorahcollege@gmail.com)**  
**Website: [www.sbdeorahcollege.org.in](http://www.sbdeorahcollege.org.in)**

---

Replacing bulbs/tube lights, repairing of water taps, cleaning of blocked drains, etc. are taken care of by the multi-tasking staff.

For the academic support admission section, student section, examination section, account section work coherently to take care of the need of students.

Separate training and placement cell, Alumni, Incubation, skill development, student welfare, entrepreneur cells etc are available for overall development of students.

The IIC of the college regularly organises different seminars, workshops to motivate and aware about the entrepreneurship and innovation among the students.

Sports and Gym facilities are managed and maintained under the supervision of a teacher-in-charge appointed by the principal.

Girls Hostel of the college is under the supervision of hostel warden who is stationed in the girls' hostel to manage day to day affairs of the hostel.

(Dr. D.Nath)  
Principal