



Office of the Principal

NALBARI COMMERCE COLLEGE

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From

Dr. Basanta Kalita, M.A., Ph.D.

Principal cum Secretary

Procedures and policies for maintaining and utilizing physical, academic and support facilities

There is good mechanism for the maintenance and utilization of physical, academic and support facilities like computer laboratories, library, sports complex, computers, classrooms etc. There are employees in the college who are given specific assignments for the upkeep of the computer laboratories. Students are informed of the laboratory facilities through notifications and classroom interactions. The Library Management Committee oversees the maintenance and utilization of library facilities. Students are informed of the facilities through the library orientation classes and relevant bill boards kept in the library. The books are purchased by the Library Committee after receiving demand notes from the departmental heads. The Students' Union Body In-charge keeps records, maintains and utilizes the sports facilities. There is budgetary provision for the purchase of sports goods from time to time. Similarly there are assigned employees in the college for the physical upkeep and maintenance of the classrooms and computers. The construction works of the college are supervised and executed by the Construction Committee. Necessary particulars are purchased by the Purchase Committee of the college.


Principal cum Secretary
Nalbari Commerce College
Nalbari, Assam