

# Internal Quality Assurance Cell



**CHANDRA KAMAL BEZBARUAH COLLEGE, TEOK**

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Internal Quality Assurance  
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Ref.:-

Date:-

**Established systems for maintaining and utilization of physical facilities, academic and support facilities, Library, Laboratory, Sports Complex, Classrooms and Computer etc. of C.K.B College, Teok:**

**Established systems for maintaining and utilization of physical facilities:** For effective maintenance and utilization of physical facilities the institution has a number of committee i.e. site-selection committee, campus development and room arrangement committee, disposal committee, construction committee, planning and purchasing Board etc. The site selection committee looks for the best site for any new construction. The campus development committee deals with the issues relating to construction on new building from the perspective of utility and prospects. The committee is also responsible for arrangement and maintenance of the rooms for congenial teaching and learning. The disposal committee takes decisions regarding disposal of gadgets which are of no use and also proper disposal of garbage in its effort to provide the students with a clean and healthy physical environment.

**Established systems for maintaining and utilization of academic and support facilities:** With the objective of effective management in respect of academic and support facilities there are some committees i.e. academic calendar committees, prospectus committee, research committee, internal semester monitoring committee, students academic grievance and redressal committee etc. The academic calendar committee prepares the academic calendar of institution for an academic year considering holiday list of affiliated university i.e. Dibrugarh University and institution specific academic goals in view. The research committee tries to motivate the teachers to engage themselves continuously with research work. The internal semester monitoring committee looks for issues i.e. distribution of units of the courses among faculty members, progress of syllabus etc. Students' academic grievance and redressal committee deals with the issues related with the academic grievances of the students and takes effective steps to redress their problems.

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## **Established systems for maintaining and utilization of Library:**

For effective maintenance and utilization the library the college has a library advisory committee which reviews the functions of the library and suggests for measures for its improvement. The committee deals with the issues i.e. helping the library staff in designing and formulating effective library policies, preparing budgets, collecting and analyzing the feedback received from the users , purchase of new books and extension of provisions pertaining to physical facilities i.e. inclusion of new book shelf etc.

## **Established systems for maintaining and utilization of laboratory:**

The department of education has a Psychological laboratory that deals with psychological experimentations of the students. As a part of the mechanism for its effective maintenance and utilization the department places budget every year before the authority of the college for purchasing of new equipments when needed .The faculty of the department continuously engaged in keeping themselves familiar with the innovations in the field of psychological experimentation with the objective of inclusion of advanced psychological apparatus in the laboratory.

## **Established systems for maintaining and utilization of sports complex:**

The institution has an indoor stadium committee which deals with maintaining and utilization of the indoor stadium. The committee also suggests the authority for the measures to be undertaken for effective utilization of outdoor stadium. The institution provides the students opportunity to train up themselves in various co-curricular activities including in the field of outdoor and indoor games for which experts in specialized fields are invited to college at the a last Saturday of each month. The advices of these experts are also taken into account so far as maintenance and utilization of sports complex is concerned.

## **Established systems for maintaining and utilization of Classroom:**

The infrastructure committee of the institution deals with maintenance and utilization of the class rooms. The committee often visits the classrooms to see the physical conditions such as availability of desk and benches, working conditions of the projectors and so on and the report is



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submitted to the IQAC office. On the basis of this report the office (IQAC) takes effective measures.

## Established systems for maintaining and utilization of Computer:

The maintenance of computers is carried out by a computer expert who has also teaches the students of DCH course (Diploma course in hardware). In case of complicated hardware problems assistance of external computer technicians is taken.