



# BAHONA COLLEGE

Jorhat, Assam

*Policy  
For  
Maintaining and Utilizing Physical,  
Academic and Support Facilities*



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## **About the College**

Bahona College is an institute of Higher Education in the North East corner of Jorhat that offers Higher Secondary and Undergraduate courses both in Arts and Science. Bahona College started its relentless effort of imparting quality higher education on 16th July, 1966 with a handful of students. This college is a crowd funded college. A delegation of academics, educationists and organisers led by visionary Ram Kr. Boruah established the college in a green sprawling location. In 2016, the college celebrated Golden Jubilee of its glorious existence. In the second cycle visit to the college (2015), the NAAC awarded it B Grade (2.71 point, B+ as per new scale).

Set in a sprawling campus, the college building is surrounded by shade trees, ornamental plants, fruit trees and seasonal flowers in a riot of colours. Free from unhealthy campus activities, Bahona College can boast of a healthy and serene environment. The college is well connected by bus service and tempo/magic service which ply regularly from 7am to 8pm from the Jorhat city to Nimati Ghat.

## **Physical, Academic and Support Facilities of Bahona College**

Bahona College has a permanent campus covering 5918 square metre area. It has office for administrative functions, departmental common rooms for administrative and academic works, classrooms for regular classes, conference and seminar halls laboratories for experimental learning activities and library. The college has a canteen, indoor stadium, auditorium, hostels for boys and girls, playground and parking lots. ,

The Principal's office is located at the main building adjacent with administrative offices. For smooth conduct, examination & students' welfare branch is located separately. The college has 36 classrooms with adequate teaching-learning facilities. All the 12 departments have well-furnished and ventilated teachers' common room, classrooms with LCD projectors and Wi-Fi connectivity. There are a total of 15 laboratories for 6 departments. In addition to classrooms, two conference halls (Room no. 78 and Rupkonwar Conference Hall) and auditorium of 800 seating capacity are also there. Additionally, 8 general classrooms are also located in the foundation building, of which 2 rooms are equipped with LCD projector (Room No. 7 & 8). The College library has a huge collection of more than 32000 books, 7 subscribed journals, 7 Daily News Papers and 11 magazines for everyone's use. The research hub of

Physics department and Bio-tech Hub under Botany department provides facilities for research activities. The college has separate girl's common room and boy's common room. For physical and sport activities; the college has an open field as well as an indoor stadium with multigym in it. The Girls' hostel of 555 square metre has capacity of 82 boarders and boy's hostel of 465 square metre has 68 seat capacities for the needy students.

## **Facilities for Sport and Culture**

One of the missions of Bahona College is overall development of students. College gives equal importance to co-curricular activities. The Bahona College has sufficient facilities for sports and cultural activities. The Bahona College auditorium has seating capacity of 800 people, with well decorated stage acting as multipurpose facility for cultural activities and major events. It is properly equipped to connect with sound system, proper ventilation & fanning and acoustics. Besides this, two Seminar cum Conference halls with open stage are used for cultural activities. There is an open-air podium in front of the indoor stadium which is regularly used for morning assemblies. The indoor stadium of 680 square metre provides space to perform group activities such as yoga, martial arts, dance practice etc. It has two badminton courts, one gymnasium and table tennis board. It is regularly used for badminton, taekwondo, and boxing practices under guidance of out-sourced specialized coach. The multi-gymnasium has various exercise equipment like Bench Press, Weight machine etc. Every year college week is organized with various kinds of outdoor & indoor sports. The college has sufficient numbers of football, volleyball and other sports equipments. There is a volleyball court inside the campus. Major outdoor sports are held at the playground (3800 sq. m.) of Bahona Boys' School by virtue of a MoU.

## **IT facilities in the College**

College has well equipped and up to date IT infrastructure. It has an well established mechanism for upgrading and deploying Information technology infrastructure. The college allocates budget for annual maintenance on the basis of the need and number of the students as well as teachers. College has AMC and MoU with parties like Corexx, Tech Hub etc. for maintenance of the ICT Hardware, IT infrastructure and facilities. Experts are hired whenever required for maintaining IT infrastructure. 12 classrooms are equipped with advanced technologies and essential services such as complete surveillance system, LAN Connection and

power supply. Moreover, LCD projectors to all departments, adequate furniture, and anti-virus for all the departmental computers etc. are provided. All the housekeeping activities including cataloging, accessioning and circulation have been computerized. The college library has a provision of accessing free books under N-List. The college has 100 computers and 18 Laptops with access to internet facility. Periodic installation of anti-virus, formatting of computers in case of corrupt operating systems, replacing hard ware of old computers as well as new computers are undertaken yearly whenever required and come under Annual Maintenance Cost (AMC). The Free Wi-Fi facility is provided to all the teachers, students and stakeholders of the College. In addition to the Wi-Fi facility, the college provides 6 additional internet connecting devices.

### **Library Infrastructure**

Library of Bahona College is situated at the southern part of the college. It is a fully automated library with SOUL 2.0 LMS and Barcode technology. Bahona College Library has a subscription of the NLIST database and also a Club Member of NDLI. Separate digital library section is there in the library. Bahona College Library has a subscription of 7 printed journals, 7 newspapers and 11 magazines. Few project reports and thesis are available in the library. Bahona College Library has a reading room with 50+ seating capacity. Altogether 32000+ printed books are available in the library. Two login registers both for students and staffs are separately maintained. Library is open from 10:00 AM to 4:00 PM in all working days. HS students can borrow 2 books for 14 days, Degree students- 3 books for 14 days, faculties -6 books for 180 days and other staffs -5 books for 90 days. Library orientation program is carried out for new students every year. 1147 numbers of reference books are also available in library. The library prints College ID cum Library Card. Library provides online Old Question Paper access facility by using QR code. The library conducts books exhibition every year. BCL also conducts workshops, training program for library users as well as other library professionals.

### **Maintenance and Utilization of Facilities**

A systematic mechanism is followed to maintain the proper utilization and timed maintenance of the physical, academic and various infrastructure facilities. The supervision of proper functioning & maintenance of the facilities is done by various sub-committees. All the

administrative, teaching & non-teaching staffs are actively involved in the process. A certain amount of the total budget is kept for annual maintenance of the infrastructure. Expenditure for the maintenance of the infrastructure facilities are covered by Annual Maintenance Contract (AMC) given to concerned agencies, some are maintained by external agencies on demand as per the need and the others are maintained by skilled staff appointed by the management.

- ***Policy for Physical, Academic and Support facilities:***

The college has a well-built physical structure to accommodate all the necessary facilities. Alongside administration & IQAC, following committees supervise overall smooth management.

1. Construction committee
2. Purchase committee
3. Admission committee
4. Canteen committee
5. Routine preparation committee
6. RUSA fund management committee.

- ***Policy for Maintenance and utilization of Library:***

Library is managed by library management committee and the library staff led by the librarian. The software for LMS & computers are maintained by outsourced party via AMC. Bar coded cards are provided to all stakeholders. The Library committee monitors, identifies and maintains the library facilities and other resource for their optimum use.

- ***Policy for the Maintenance and Utilization of Computers:***

Maintenance of computer is done regularly as per requirement and major works are done as part of AMC. Power back up is provided to the computer systems to use them optimally. The college has subscribed Google services (Google Workspace) for e-mail and cloud storage. Every faculty, department and cells have been assigned Google accounts for smooth information sharing. The college website, online admission portal, feedback portal, form fill up portal is maintained regularly by MoU with Corexx, Guwahati - a software company.

- Policy for the Maintenance and Utilization of Sport Complex:***

A faculty in-charge for overall management has been assigned. A physical instructor on contract basis is employed who not only train the students but also oversee the Indoor Stadium. As per MoUs, Yeepman Yoga Kungfu and Kickboxing Academy and Bahona College Badminton Coaching center also shares the responsibility of maintain and utilizing the sports complex. Besides, the students' union has two sports secretaries for outdoor and indoor games.
- Policy for Co-Curricular Activities:***

Various cells of the IQAC also organizes workshop on music, dance, creative writing etc. for upliftment of the students. The students' union has cultural secretary which monitors organizing such events by the students. The faculty advisors of the students' union help them carrying out extra-curricular activities. Besides these, NSS, NCC, Women Cell, Maanshow (Students' Club) and individual departments organizes various programmes regularly.
- Policy for the Healthcare & Infirmary:***

A healthcare committee has been assigned for proper management & utilization of the infirmary facility. College has appointed Dr. Arun Kumar Barua who visits once in a week for medical checkup of the students. College organized Covid Vaccination Camp and Covid Test camps in 2020-21.
- Policy for Waste Disposal:***

From the health hygiene, environment and aesthetic point of view, the college ensures proper disposal of different types of waste generated in the campus. Volunteers of NSS of college constantly organized campus cleaning drive to maintain the cleanliness and beauty of the campus. NSS has installed 30 bamboo dustbins in this. Alumni Association of Economics Department donated 10 dustbins to the college which are used for waste disposal. Organic wastes are used for vermicompost production and hostel food wastes are used for pig farming.
- Grievance Redressal:***

Besides various monitoring cells, there are grievance redressal mechanism for both students and employees. To maintain the financial transparency audits are performed annually. The governing body ensures overall management of the academic and physical environment as a whole.

- ***Maintenance of Green Campus:***

The various green practices of the college include the following:

**a) *Plantation:*** The College regularly carries out plantation programs on various occasions like World Environment Day, Foundation Day, etc. as well as monitors the maintenance of those plants. Planting of seasonal flowers is regularly done within the college campus which enhances the beauty of the campus.

**b) *Use of Bicycles:*** A majority of the students and a few teaching and non-teaching staff are using bicycles as their means of commuting.

**c) *Plastic free campus:*** On account of making the college a plastic free campus, effective measures have been taken to replace plastic with other alternative sources. However, total control over plastic in the campus has not yet been obtained. As an alternative strategy, the college canteen has been encouraged to use paper cups and other plates, selling cold drinks in glass bottles, etc. In addition to it, the college has five year roadmap on plastic ban.

- ***Maintenance of Water Bodies:***

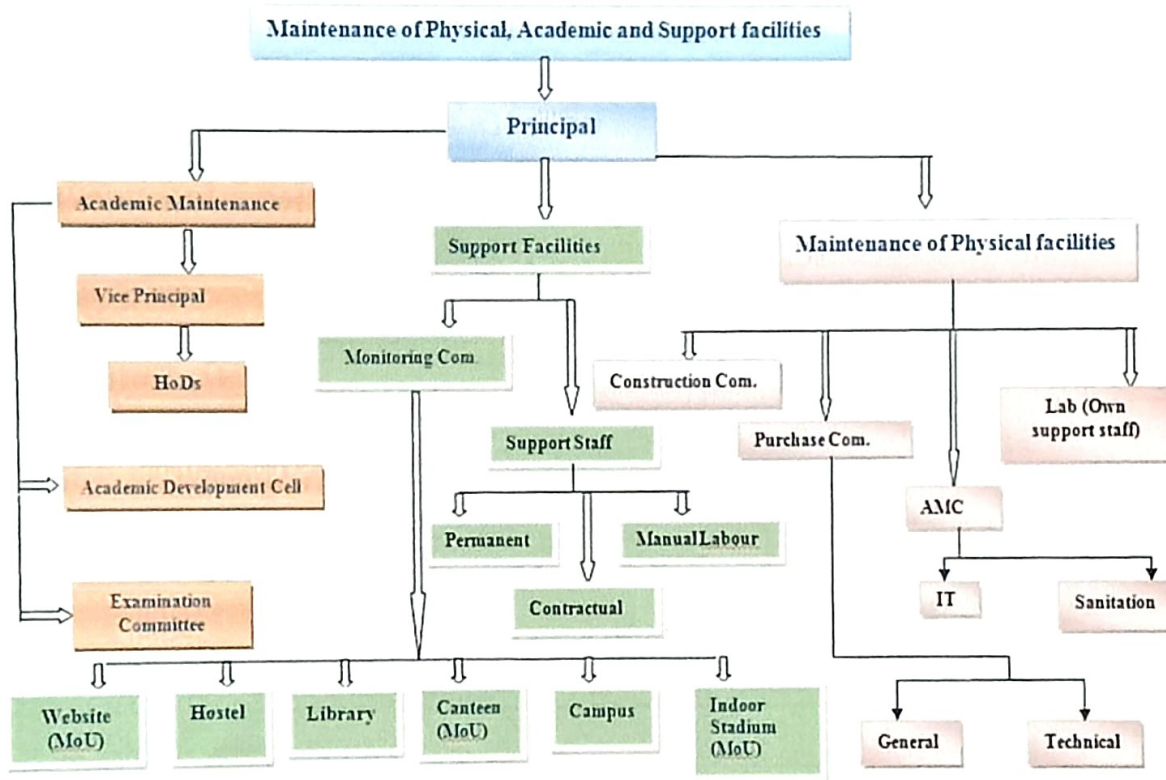
Bahona College also has rain water harvesting provisions on the rooftop of Indoor Stadium of the college. The water harvested is collected in a water tank from which water is being supplied to the Girl's Hostel of the college.

- ***Policy on Alternative Source of Energy and Energy Conservation:***

The College has a provision for the use of censor based bulbs and an adequate facility of censor based energy efficient equipments. Moreover, the college has provision of solar energy conservation and e-vehicle promotion. In addition to it, the college has biogas promotion and the energy audit is done in every three years. Additionally, there is proposed project on waste to energy research.

## Schematic Diagram

The system of maintaining the physical, academic and support facilities of the institution can be shown through the schematic diagram:



### The Report Preparation Team

<b>Dr. Rofique Ahmed</b>	Adviser	<i>[Signature]</i>
<b>Dr. Reema Rabha</b>	Chairperson	<i>[Signature]</i>
<b>Dr. Champak Dutta</b>	Member	<i>[Signature]</i>
<b>Dr. Anupam Chanda</b>	Member	<i>[Signature]</i>
<b>Mrs. Rekha Konwar</b>	Member	<i>[Signature]</i>

### The Report is Accepted and Implemented

IQAC, Bahona College accepted the report on 01/11/2021

*[Signature]*  
 (Dr. P. K Dutta)  
 Principal  
 Bahona College

*[Signature]*  
 (Dr. Pankaj Bora)  
 Coordinator, IQAC  
 Bahona College  
 IQAC  
 Bahona College, Jorhat  
 Pin-785101