



OFFICE OF THE PRINCIPAL

# MOIRABARI COLLEGE

MOIRABARI :: MORIGAON :: ASSAM

PIN-782126

NAAC Grade B++

Phone: 9435650674 (M)

Memo No.MC/

Date: 29-12-2021

From: Dr. Samsuddin Ahmed, M.Com,LL.B,Ph.D  
Principal & Secretary  
Moirabari College, Moirabari  
E.Mail: [principalmoirabaricollege@gmail.com](mailto:principalmoirabaricollege@gmail.com)  
www: [moirabaricollege.org](http://moirabaricollege.org)

## Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The procedures and policies maintaining and utilizing various facilities vary in different extents. At the beginning of academic session a central daily circulated class routine is framed and same is distributed among the departments and students. The classes are allotted to different courses considering the coverage of syllabus among the faculties. Mainly the class rooms of our college are used for day to day class. Internal and external examination conducted by the university is mainly held in the class rooms but the some competitive examinations which are conducted by Govt. himself in the college premises are held on Sundays without hampering the normal classes.

Our college has a Central automated library which is opened for the students, faculties and readers who are interested in reading, for acquiring knowledge. The computers and other ICT tools are normally used by faculty members in their respective departments. To some extents students are allowed to use the ICT tools. The ICT tools are also used administrative purposes as an when required. The canteen of the college is mainly monitored by a management cell which is functions on a lease basis with private partners.

The department of Education and Geography have well equipped laboratory under the control of respective departmental heads. Beside these the laboratory bearers are also assigned the duties of responsibilities to look after the day to day laboratory facilities.

For the supervision of games and sports infrastructure facilities a sport and game promotion cell has been formed by our college authority. A hostel management cell is also formed by our college to looks after the management aspect of the hostel. Mainly a lady warden who is assigned the responsibility of managing the day to day affairs of the hostel. Our college has a Gymnasium center which is running under the instruction of the Gymnasium instructor. Moreover, there are two silent Diesel Generators set in our college which are used for 24 hours electricity backup. A few safai karmocharies (Cleaner) are available in our college who are assigned the duties of day to day work of cleanliness of classrooms, toilets, campus etc.

  
29/12/2021  
Principal  
Moirabari College  
MOIRABARI COLLEGE  
Moirabari, Morigaon, Assam