



Maintenance of Infrastructure Facilities
Dimoria College, Khetri
Kamrup (Metro)
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Maintenance of infrastructure facilities, services and equipment's is done as per the following details:

1. A new committee has been constituted by the Governing Body in its meeting held on 30th October, 2021 to look after, repair and purchase all the physical infrastructure of the college. The committee comprises of the following faculty members:
 - i) Dr. Pradip Goswami, Vice Principal, Dimoria College.
 - ii) Dr. Dewan S. Rahman, Associate Prof., Dept. of Physics.
 - iii) Dr. Mira Goswami, Associate Prof., Dept. of Chemistry.
 - iv) Mr. Sunil Deka, Associate Prof., Dept. of Zoology.
2. The committee looks after, makes assessment and reports the Principal for release of necessary funds for maintenance of the infrastructure.
3. Apart from this, the Head of the Departments are also made responsible for reporting of any damage, repair of their physical infrastructure within their department. Apart from this, procurement of any infrastructural items such as desk, bench, Computer inks, papers etc. and any other stationary goods are regularly monitored from the Stores and Purchase Dept. of the college.
4. The logbook entry for daily classes of teachers, different register books for departmental use, students attendance registers, mentoring class register, club register are also supplied by the authority. The General Branch looks after all these headings.

5. The laboratory equipment and chemicals are purchased as per the requirements of the departments having practical through the official procedure. The respective departments conduct a periodic audit to ensure timely corrective action for the proper functioning of the various types of equipment used in the laboratory.
6. The departmental library is maintained by the department. The Central library of the college asked requisitions for the list of the new books annually. The issue register is maintained by the departments and verified by the central library annually.
7. The infrastructure facilities such as classrooms, buildings, auditorium, seminar halls, hostels, green areas, garage, etc. are maintained by the office of the Principal with the help and guidance of College NSS Unit.
8. The Examination related all the purchases, registration, form fill-ups, re-admission etc are looked by the examination branch of the college.
9. All the accounts of the institute are maintained by the accounts department of the college.
10. Campus Surveillance Cameras, CCTVs and security personal are managed by the Principal's Office.
11. The internal and external financial audit is done as per the guideline of the Governing Body.
