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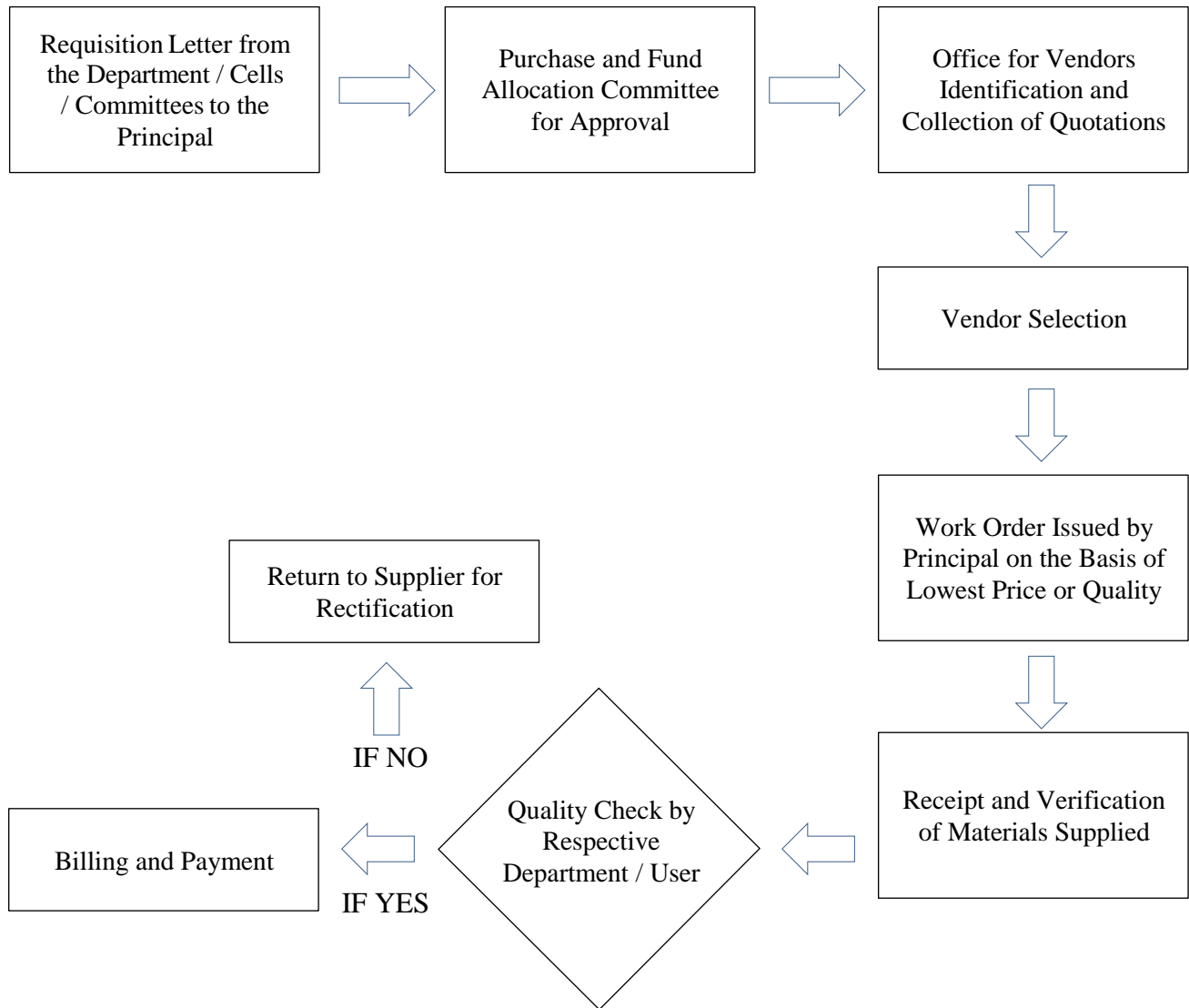
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PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES- LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.

Shillong College procedures and policies for maintaining and utilizing physical, academic and support facilities are as follows:

- Step 1:** All the departments Laboratories i.e. Physics, Botany, Zoology, Chemistry, Zoology Library, Computer, Gymnasium, Building, Classrooms etc., have Laboratory Assistance or support staff who looks into the condition of all equipment's, Glassware, Slides, tubes, microscopes, classroom, etc, and other facilities.
- Step 2:** All departmental laboratories maintain a stock register and files of all the chemicals, equipment, consumables, etc. which is regularly updated by the faculty of each department.
- Step 3:** Committees or Cells consisting of 12 to 20 members, comprising of Convenor, joint convenors, members and IQAC representative, has been set up by the college management with the sole responsibility to supervise the maintenance and utilisation of the different facilities namely:
1. Library Advisory Committee
 2. Sports Development Cell
 3. Hostel Advisory Committee
 4. Building Committee
 5. Green Campus Development Committee
 6. Website Maintenance and ICT Development Cell.
 7. Purchase and Fund Allocation Committee
- Step 4:** For any requisition of chemicals, consumables, equipment etc by any department, library or committees, the procedure is as follows:
- Step 5:** For Payment of bills.
- Step 6:** For any major construction work, the Building Committee study the matter and the requirements and write a requisition letter to the Governing Body for approval, once approved by the governing body, the office issues a Tender Notice to call tenders from all prospective contractors or engineers in well-established newspaper, and college website. On receipt of all tenders, a date is set for opening and closing of tender by the Building Committee. The applications are scrutinised by the members of the committee and the contract is given to the lowest bidder. Finally, a work order is issued by the college authority for commencement and implementation.

Below Rupees Five lakhs only	<i>Principal and approved By President GB</i>
Above Rupees Five lakhs only	<i>Principal and approved and countersigned by President Governing Body</i>




Dr. (Mrs.) E. Kharkongor
Principal

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