



NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION, HOJAI

Recognised by NCTE and Affiliated to Gauhati University
Run by - AJMAL FOUNDATION

Policies and procedures followed for maintaining and utilizing physical academic and support facilities in the institution.

- Every month, Nazir Ajmal Memorial College of Education updates its inventory. Equipment is physically inspected and validated in a number of laboratories and the library.
- The IQAC, which oversees the physical, academic, and support facilities, has established committees such as the Development Committee, Purchase Committee, and Library Committee, among others.
- On the request of the responsible teacher in-charge, things and books are acquired following adequate recommendation by the two Committees.
- Suggestions and demands from students and faculty members are also received regarding infrastructure maintenance.
- The committees are in charge of the building's upkeep, repairs, and construction work, as well as general cleanliness and support services like safe drinking water, waste disposal, restrooms, fire extinguisher replacement, electrical work, plumbing, power supply, generators, gas line, and water tanks, among other things.
- Projectors, laptops, printers, photocopiers, air conditioners, and other electrical devices are all routinely repaired and kept in excellent operating order.
- The process of adding new books to the library is ongoing. Every year, a list of books in various areas requested by staff and students is solicited at the beginning of the session. Following the acquisition of the demand list, books are acquired in accordance with protocol. Under the Purchase Rules, used, flawed and broken tools and literature are thrown in the store.
- The college has frequent meetings of the various committees formed for this purpose to guarantee the best distribution and exploitation of the financial resources available for the maintenance and repair of various facilities.

- College sports coordinators, coaches, and the Sports Secretary of the Students' Union are in charge of maintaining indoor and outdoor activities including badminton, volleyball, and gyms. Sports activities and upkeep are done under their supervision.
- The IT infrastructure, including computers, printers, and other devices, are concurrently inspected for flaws and mechanical or electronic malfunctions before being sent out for repair.
- The Principal receives requests from teachers for furniture and other goods for the classroom.
- The principal notifies the relevant Ajmal Foundation representative, who immediately takes action to remedy the problems.
- Experienced gardeners who work under the direction of the college's maintenance committee look after the lovely lawn near the entrance.



Dr. Ashis Saha

Principal

Nazir Ajmal Memorial College of Education
Hojai, Nagaon, Assam-782435

