


# MANOHARI DEVI KANOI GIRLS' COLLEGE



## INFRASTRUCTURE USE POLICY



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# **MDKG COLLEGE**

## **DIBRUGARH**

### **INFRASTRUCTURE USE POLICIES**

#### **1. CLASSROOMS:**

- 1.1. Classrooms are well maintained with required tables, benches, desks, chairs, fans, lights etc.
- 1.2. The college has nos. of classrooms to facilitate teaching learning process.
- 1.3. Classrooms are kept clean and tidy.
- 1.4. Classroom can be used as approved by respective committees as per routine and can't be altered.
- 1.5. The use of smart rooms and conference halls are subjected to prior approval from college authority. Separated application form and register book is maintained for that purpose.
- 1.6. Students are not allowed to engage in any unlawful activities within the classroom.
- 1.7. Eating and bring in food and any beverages inside the classroom is strictly prohibited.
- 1.8. Lights, fans and other electric equipment must be turned off before leaving the classroom.

#### **2. LABORATORY:**

##### **2.1. Common Usage guidelines for laboratory rooms:**

- a. No Visitors are permitted inside the laboratories.
- b. Only students who are officially enrolled in respective laboratory courses are allowed to enter the laboratories.
- c. Enrolled students are allowed to enter designated laboratories only during allotted laboratory lecture hours.
- d. Access keys to laboratories and lockers are maintained by faculty members and technical assistants of the department and under no circumstances will be handed over to students.
- e. Students should not enter the laboratory rooms in the absence of teachers/technical assistants.

- f. The doors of laboratories should always be open while students are inside.
- g. Eatables and intoxicants of any form are strictly prohibited inside laboratories.
- h. Loud or obscene language is not allowed.
- i. Vandalism is not tolerated.
- j. All personal belongings must be kept outside the work area.
- k. All Students must maintain cleanliness and proper organization of the laboratory rooms.
- l. Students must not engage in playful and unprofessional activities while inside the laboratories.
- m. Eating and/or bringing in food and/or any liquid inside the laboratory is strictly prohibited.
- n. Wear appropriate clothing at all times in the laboratory.
- o. Wear lab aprons or lab coats as advised by instructor.
- p. Any unsafe conditions, unusual odours, personal injuries, fire, explosion or spillage must be immediately reported to the supervisor.
- q. Lights, fans and air conditioners must be turned off when no person is inside the laboratories.
- r. Windows and ventilators must be shut before closing the laboratories.
- s. All students are expected be familiar with emergency response procedures including evacuation and first aid.

## **2.2. Guidelines for Usage and Maintenance of laboratory equipment:**

- a. Any form of hacking of laboratory instruments is strictly prohibited.
- b. Downloading and installing of illegal/pirated/malicious and irrelevant programs in laboratory computers is strictly prohibited.
- c. Browsing information not related to experiments in the laboratory computers if prohibited.
- d. Replacing, swapping, displacing instruments from their place of installation in the laboratory is prohibited.
- e. Portable instruments must be returned to their designated storage locations after completion of the experiments.
- f. All electrical and electronic instruments must be unplugged from wall sockets before closing the laboratories.
- g. Students must handle instruments with utmost care. Any accidental or deliberate damage to instruments would attract penalty.
  - For damages of repairable nature, the party responsible must repair the instrument within three working days.
  - In case of non repairable damage, a fine either in the form of replacement of the instrument or payment for the same within one

week would be imposed. The specifications of the replacement must match those of the original instrument.

The responsible party's entry into the laboratories will be suspended until the penalty is served.

- h. As the ICT lab and common instrumental lab are used by different department of second campus (Science section) so it is requested to heads of the department to give scheduled of the classes in advance for smooth conduction of classes.

### **2.3. Guidelines for conducting experiments:**

- a. All users must enter their PCNO/lab equipment, DATE AND TIME in the ENTRY REGISTER before using the PC/ lab equipment.
- b. Students are advised to thoroughly read the instruction manuals, theory, procedure and precautionary notes before conducting an experiment.
- c. All experiments must be approved by a supervisor before conducting in the laboratories. The students must not touch any instrument not required for the intended experiment.
- d. Students must not leave any experiment unattended in the laboratory under any circumstances.
- e. Experiments involving heat, and water must be performed near a sink.
- f. Care should be taken to avoid liquid (water or other chemicals) spillage, electrical short-circuit and burns.
- g. If chemicals are used in any experiment, then unused chemicals must be returned to their proper storage locations and used chemicals must be disposed according to the prescribed rules.
- h. Always recap the bottles of chemicals tightly after usage.
- i. Copying of others' work is a form of plagiarism and will not be tolerated.
- j. Students must report their observations and inferences honestly without any form of manipulation of observed data.
- k. Scalpels and other sharp objects can be used only if authorized by the instructor and only after given proper handling instructions. Use small trays to carry all sharp objects. When handling sharp objects, point their tips down and away from other people.
- l. Keep hands away from your face, eyes, and mouth when working with chemicals, preserved specimens, microorganisms, or body fluids.

#### **2.4. Guidelines for borrowing instruments and consumables:**

- a. Students should not use any lab equipment without instruction and authorization from the instructor. Report any damaged or broken equipment to your instructor immediately.
- b. Students are expected to borrow only those instruments/items which are required for conducting the assigned experiment.
- c. The items borrowed shall be recorded in the issue register against the name, class and roll number of the student.
- d. Items borrowed must be returned after completion of the experiment and the corresponding entry be updated.
- e. A student borrowing an item will be solely responsible for its well being and damage (if any) until returned.

\*\*Students have to pay appropriate fine for any loss incurred during usage of glass wares, equipment, and chemicals due to manhandling.

#### **2.5. Guidelines for using PCs:**

- a. All users must enter their PCNO, DATE AND TIME in the ENTRY REGISTER before using the PC.
- b. Removal of documentation, software, or hardware from the lab is prohibited.
- c. User must shut down the computer after use.
- d. Software in the lab is subject to copyright licensing agreements. Copying or removing software from the lab is considered theft and is a violation of copyright laws.
- e. Abuse of computing resources is considered a serious offense that may result in disciplinary action by the college and loss of computing privileges. Responsible use of computing resources includes:
  - Using hardware and software properly.
  - Respecting the privacy of other users; do not try to access any files that belong to another user.
  - Respecting other users who want to be in a quiet environment that is free of interruptions. (i.e.: no cell phone use in the lab)
  - Backing up your own data and protecting your own information.

## **2.6. Penalties for Damage of Computer Hardware:**

Accidental Damage - Replacement of the same item(s) with the same brand and model within one (1) week from the day of the incident.

Deliberate Damage - A minor offense will be issued and the replacement of the same item(s) with the same brand and model within one (1) week from the day of the incident.

## **2.7. Guidelines for Emergency Response:**

- a. In case of any emergency all electrical outlets and running equipment within reach must be turned off.
- b. Students must immediately exit the laboratory room and inform the supervisors.
- c. All students are expected to know the supervisors' phone numbers.
- d. In case of cuts from broken glassware or other sharp objects
  - wash the cut and
  - apply pressure to control bleeding.
  - call for help
- e. In case of acid burns
  - Wash the exposed area with running water for 15 minutes or more.
  - Do not rub or wipe.
  - Shout and call for help immediately.
- f. In case of electric shock:
  - turn off the electricity supply if it is within reach,
  - otherwise use a long non-conducting object to break electrical connection and move the source away
  - start CPR if victim move, breathe or cough
  - In case of burns cover burnt area with clean cloth. DO NOT PRESS, RUB OR WIPE.

- g. All students are expected to know the location and use of fire extinguishers.

### **2.8. Disposal Policies for Botany , Zoology , Chemistry Department:**

- a. Dispose of broken glassware in the marked container.
- b. Dispose of used slides in the assigned container.
- c. Bio hazardous wastes must be disposed in a biohazard waste container.
- d. Needles, pins, used cotton balls; cover slips etc. to be disposed off without fail.
- e. Solvents are disposed via sink to a pit.
- f. Acids are disposed in sand tab after use.

### **2.9. Policy Violation:**

Any students, faculty and Departmental technical support staff found to have violated this policy shall be issued a violation memo by the respective Department which is then forwarded to the HEAD OF THE INSTITUTE.

## **3. LIBRARY:**

### **3.1. Administrative Policy:**

- a. All the faculty members, supporting staff, students of MDKG College are entitled to get membership of the central library. Everyone has to fill up an application form to get enrolment as a member. The prescribed application form is available at Library Office.
- b. Retired teachers and staff members are eligible for get special membership with a caution deposit of rupees Rs 300/-.
- c. Library card is issued for whole academic session and must be renewed every alternate year. The card is not transferable and must be reported to the librarian if it is lost or damaged and users have to pay Rs 20/- for duplicate card.

### 3.2. Behavioural Policy:

- a. Every person entering the library will have to put signature in the gate register and must carry their Library Membership Card.
- b. All personal belongings except purse, notebook will have to be deposited in the property counter. Users' personal books are barred carrying into the library premises.
- c. Students, only in college uniform are allowed to enter the library.
- d. Silence should be strictly maintained within the premises of library building.
- e. Causing any damage and loss of library materials is a punishable offence.
- f. Users should not disturb and harass others.

### 3.3. Users' Privilege Policy:

Text Books and general books are issued to users. Users' privilege differs according to category. Reference books, rare book, Journals/ magazines, bound periodicals are not issued.

Sl. No.	Category	Maximum issue	Period(Days)
1	Faculty	15	60
2	Office Staff/Temporary Faculty	5	30
3	UG Students(Major)	3	15
4	UGB Students(Core)/HS Students	2	15
5	External Member	3	15

### 3.4. Computer Use policy:

- a. We make computing resources and internet services available to members of the library including students freely.
- b. By using the Library's electronic resources, users agree to assume personal responsibility for their appropriate use.
- c. Use of the Library's computers is a privilege. The Library reserves the right to deny access to users who have not complied with fair use.
- d. Printing cost of Rs 4/-(rupees four only) per page is chargeable.



### **3.5. E-resource Use Policy:**

Interested users are provided with user Ids and passwords to get access to E-resources and they are responsible for fair use of the same for academic purposes.

### **3.6. Reprography Policy:**

Reprography facility is provided to all with a nominal charge of Rs 1/-(Rupees one) only. Making a duplicate copy of whole book/ document is barred.

### **3.7. Cell Phone Policy:**

Users can feel free to use their cell phone in porch areas of the library. Please be respectful to others while using your cell phone.

### **3.8. Food and beverage policy:**

No any food and beverage is allowed within library premises, except water bottles.

## **4. HOSTELS:**

### **4.1. Management:**

The internal management of the Hostel is looked after by a Superintendent. There is a committee consisting of the Principal, members from the teaching and non-teaching staff to ensure smooth functioning of the Hostel. There are trustworthy working staffs in the campus: One watch man, one matron, two ladies for cleaning purpose and the rest work in the kitchen.

### **4.2. Admission:**

- a. To get admission in the hostel, a student should apply formally in the prescribed form made available with the prospectus.
- b. Seat allotment is made strictly on the basis of merit and availability of seats.
- c. Statutory reservation is applicable in case of allotment of the hostel seats.
- d. Only out station students are eligible for admission.

### 4.3. Rules and Regulations:

- a. Every boarder has to abide all the rules & regulations imposed by the College Authority.
- b. Every boarder should maintain the decorum in her conversation/conduct with fellow boarders, staff and the authorities of the hostel and should prove worthy of her being a bona fide boarder.
- c. Boarders must keep rooms, hostel campus and bathroom clean.
- d. Hostel gate is closed for boarders at 6:00 pm in winter and 6:30 pm in summer season. Everybody must arrive the hostel before the mentioned time.
- e. Every boarder should maintain entry and outing time register of the hostel. Strict measures are taken against any boarder found violating this rule.
- f. No boarder is allowed to shift from one room to another room without prior written permission of the matron.
- g. The Hostel is strictly a **NO RAGGING** Zone. Any form of ragging is strictly prohibited. Anybody found indulging in ragging is liable to be expelled from the Hostel as well as from the College. Disciplinary action will also be initiated.
- h. No boarder is allowed to take any law at her hand. If any hostel boarder finds other boarders indulging in undesirable behaviours to other hostel boarders, she should lodge a written complain to the superintendent.
- i. Boarders are required to maintain silence during study hours.
- j. In case of the inter hostel dispute/conflict, a committee headed by the Superintendent will take appropriate actions after proper enquiry.
- k. For any celebration in the hostel premises, boarders have to seek prior permission from the hostel Superintendent.
- l. No boarders shall possess or consume any unauthorised things like tobacco, alcohol & drugs.
- m. Boarders must obtain prior permission from the competent authority before proceeding on leave.
- n. Boarders shall occupy a seat/room only during the semester.
- o. Cooking in hostel rooms is not permitted.
- p. Any damage/breakage of hostel property will be charged to the occupants of the room with a fine.
- q. Boarders must switch off all lights, fans and electrical appliances including mosquito repelling machines if any before leaving the rooms. This is necessary to avoid an inadvertent fire.
- r. Use of electric appliances such as heaters, immersion rods, irons, stoves etc. are strictly prohibited in the hostel rooms. If any such appliances are found in

the room, they will be confiscated and fine will be imposed for the violations of rules.

- s. The boarders shall not indulge in any act of theft, immoral acts, misbehaviour with hostel/mess staff, spread of regionalism, communalism and casteism etc.
- t. No student will occupy any room during vacation. However she may be permitted by the Superintendent to stay on request if she is doing any course work / project work / hostel work etc.
- u. The boarders must clear their Hostel fees & dues on due date.
- v. The boarders themselves are personally responsible to save guard their belongings.
- w. There may be change in hostel rule from time to time.
- x. The boarders are not allowed to accommodate guests in their rooms without written permission of hostel authority.
- y. No male visitors are allowed to enter the rooms of the hostel.
- z. The concerned hostel authorities may visit/ inspect the rooms of the boarders any time to ensure proper cleanliness and other discipline related matters.

#### **4.4. Facilities:**

The Hostel offers a number of facilities for the students, such as:

- a. Safe drinking water through Aqua guard.
- b. Refrigerator to keep food hygiene.
- c. Hygienically prepared vegetarian and non- vegetarian food
- d. Running water facility.
- e. Geysers facility.
- f. Lift facility.
- g. Fire extinguishers facility.
- h. CCTV surveillance system
- i. Wall Clocks
- j. Ramp facility
- k. Wheel Chair

### **5. CANTEEN:**

5.1. Initially, an agreement is commenced between the college (1st party) and the service provider (2nd party) for a period of 3 months and it is extended from time to time at the mutual consent of both the parties.

5.2. The 2nd party provides snacks and Lunch to the students, College Staffs etc., during college hours.

- 5.3. The monthly rent for the aforesaid Canteen is Rs1000(Rupees one thousand) only per month, including electricity and water and the Second Party needs to pay the monthly rent within the first week of every month according to the English Calendar positively to the College Authority without fail.
- 5.4. At the time of execution of the initial Deed, the 2nd party has to pay a sum of Rs5000 (rupees five thousand) only to the 1st party as security which shall be refunded at the time of termination of the Deed by the 1st Party without interest.
- 5.5. The second party is considered responsible if any incident occurs to any of the students after consumption of the food supplied by the canteen.
- 5.6. The second party gives an undertaking to provide good quality of food/lunch to the students, staffs etc.
- 5.7. If any party intends to terminate this agreement, the same will serve a notice to the other party of 15 days.
- 5.8. The garbage disposal of the canteen is done through the garbage disposal truck of Dibrugarh Municipality which collects the waste from the canteen every morning.
- 5.9. As of now the college canteen serves exclusively the students and teaching and non-teaching staff of the college only.
- 5.10. There is a fixed menu of the canteen, according to which food and beverage is served every day. The menu is attached herewith.

### **Canteen Menu**

<b>ITEM</b>	<b>PRICE</b>	<b>PULAO</b>	<b>PRICE</b>
Red Tea	4/-	Veg Pulao	30/-
Milk Tea	8/-	Chicken Pulao	50/-
Coffee	10/-	Panner Pulao	70/-
Veg Pakora	10/-	Egg Pulao	50/-
Chicken Pakora	20/-	<b>BURGER</b>	<b>PRICE</b>
Chicken(1 Bowl)	40/-	Veg Burger	30/-
Veg chop	8/-	Chicken Burger	50/-
Chicken chop	10/-	<b>RICE</b>	<b>PRICE</b>

Boil egg	10/-	Veg Fried Rice	30/-
Omlette	12/-	Egg Fried Rice	40/-
Roti(per pc)	5/-	Chicken Fried Rice	50/-
Sabji(1 bowl)	10/-	Chicken Egg Fried Rice	70/-
Puri+Sabji	25/-	Panner Fried rice	70/-
<b>ROLLS</b>	<b>PRICE</b>	Panner Egg Fried Rice	80/-
Veg Roll	20/-	<b>NOODLES</b>	<b>PRICE</b>

Egg Roll	30/-	Chow(veg)	30/-
Chicken Roll	50/-	Chow(egg)	40/-
Panner Roll	70/-	Chow(Chicken)	50/-
Chicken Egg Roll	70/-	<b>PASTA</b>	<b>PRICE</b>
Panner Egg Roll	60/-	Veg Pasta	30/-
Chicken Egg Panner Roll	100/-	Egg Pasta	40/-
<b>Veg Thali</b>	50/-	Chicken Pasta	50/-
<b>Non-Veg Thali</b>	90/-	<b>Fish Curry(per pc)</b>	140/-

## 6. GYM:

- 6.1. MDKG Gym may be allowed to be used by students in timings that do not clash with class hour routine.
- 6.2. A register may be maintained to record the names, semester, department, exit and entry timings on daily basis.
- 6.3. Recommended timings may be 6 to 8 AM in the morning and 3 to 5 PM in the evening (provided any responsible students and office staff are present to lock off and monitor the last visitor).
- 6.4. A membership card may be issued to interested students for a nominal fee for time-to-time equipment maintenance servicing.
- 6.5. At least 3 to 5 responsible student members may be allotted for rotational monitoring of the gym activities who have the prior experience on quarterly basis or monthly basis.
- 6.6. The indoor games and girls' common room secretaries from students union should keep records of every document inside the gym and keep a check on the requirement of stationeries used like the register, pen, etc from time to time.

- 6.7. Outside shoes should not be allowed to enter into the gym.
- 6.8. All the equipments are required to be cleaned on daily basis depending on the use of the same.
- 6.9. Since gym is associated with physical fitness and mental health activities MDKG Sports Committee and Psychological Counselling Committee may promote the significance and functioning of this room through various health-related programs and workshops.
- 6.10. Maximum 8 students may be allowed at a time to work out inside the gym.
- 6.11. Proper gym attire should be worn while working out-- track pants, round neck loose T-shirts, sports shoes.
- 6.12. A First-aid kit box may be kept inside the gym--in case any accident or injury happens.
- 6.13. A monitoring student representative should be available in the gym timings with prior knowledge of handling and using equipments.
- 6.14. Interested faculty members may reach out to help and guide the students to exercise.
- 6.15. Discipline maintenance is a must inside the gymnasium.
- 6.16. A set of guidelines should be hung inside the gym and also some motivational quotes to boost physical fitness among students.
- 6.17. Gymnasium is kept open in morning and evening before and after the regular classes.
- 6.18. Students should be cautioned against careless tampering, mishandling or lifting gym instruments.
- 6.19. Every student should judiciously use the equipments and make it available for the next member.
- 6.20. Hygiene within the gym should be mandatorily maintained.

- 6.21. One student is allowed to use the gym 30-60 minutes 3 days a week.
- 6.22. Except Sundays all days (including/ excluding holidays) MDKG gym can be utilised.
- 6.23. No stranger is allowed without permission to enter the gym.
- 6.24. Six-monthly gym equipment servicing is required for smooth functioning of the same.
- 6.25. Care taker (4<sup>th</sup> grade employee) looks after the gym.

## **7. AUDITORIUM**

- 7.1. The college auditorium is used for various activities like holding meetings, cultural events, conferences, exhibitions etc.
- 7.2. Any individual and/or group (applicant) will be allowed to the function of auditorium with the authorization. The authority has the responsibility to accept or deny requests.
- 7.3. Equipments and other services may be available upon request. The applicant is responsible for proper use of the facilities at the allowed date and time.
- 7.4. Decoration and other arrangements are the sole responsible of the applicant.
- 7.5. Sound, lighting operations is prohibited. Otherwise arranged and maintained by college authority.
- 7.6. Electronic noise makers, fireworks are prohibited.
- 7.7. Food and beverages are not allowed otherwise permitted by college authority. Alcohol is not permitted.
- 7.8. Every programme serves under strict supervision of the authority.
- 7.9. Any equipment, scenery, decorators, signage of any type should be replaced immediately.
- 7.10. Stairways, corridors, entrance and exits must be kept free of obstructions at any time.
- 7.11. Care taker (4<sup>th</sup> grade employee) looks after the auditorium.

## **8. GIRLS COMMON ROOM**

- 8.1. The GCR is exclusively for students for leisure and recreational purposes.  
Students with college uniforms only allowed entering the GCR.
- 8.2. Outsider, guests, relatives are not allowed to enter the GCR.
- 8.3. Students should maintain peaceful environment at all the time.
- 8.4. Food and beverages is not allowed in GCR.
- 8.5. Students should use the equipments judiciously and maintain neat and cleanliness.

## **9. CELL PHONES**

- 9.1. The use of cell phones and the electronic devices are prohibited in class rooms and hall ways. Cell phones should be turned off or put in silent mode and put them away.
- 9.2. The use of cell phones may be authorized for multitasking and other online services.
- 9.3. On other cases, decisions to use cell phones and other devices should be granted by the college authority.
- 9.4. The cell phones will be confiscated at any time for violating any law/rules of the college, for any unethical use, disrupt of the learning environment and otherwise use for violating the lawful manner.
- 9.5. Students can use their cell phones inside the Girls' Common Room, in porch areas and in front yard..
- 9.6. The use of cell phones is permitted in the lobby of college library for only making photographs/scans of some reading materials.