



"Educating hearts and minds"

HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A+' GRADE (CYCLE:2)

Tripura University Reg. Code: 17

Jubatara, P.O. Lembucherra, Tripura West Pin-799210

Phone: 0381-2915930, +91 9402315672

email- principalhccagt@gmail.com

Web: www.holycrosscollege.in

SUPPORTING DOCUMENT

4.4.2. System and procedure for maintaining and utilizing physical, academic and support facilities.

Holy Cross College, Agartala

System and procedure for maintaining and utilizing Physical, Academic and Support Facilities

CLASS ROOMS:

The college has thirty – four (34) classrooms [including the B.C.R.] in total with eleven (11) classrooms on the ground floor, seven (7) classrooms on the first floor, ten (10) classrooms on the second (2nd) - floor and six (6) classrooms on the third (3rd) floor.

1. The classrooms are equipped with adequate furniture, blackboard, projectors, fans, lights and power backup
2. One Classroom (F – 1 – 08) is under surveillance of CCTV and the fronts/entry points of the rest of the classrooms are having CCTV coverage.
3. The faculty members are also using LCD, Laptop for tacking their respective classes.
4. Maintenance of teaching aids like LCD, Laptop and sound system are taking care by the computer experts.
5. Students are not allowed to use these teaching aids without prior permission.
6. Cleanliness of the class rooms have been done by the support staffs.

LABORATORY: -

There are nine (9) laboratories in the college with one (1) **Computer Lab** and one **Language Lab** on the ground floor with 30 + 25 nos. of computers, **three (3) Science Labs**, F1 – 04 – A – belonging to Human Physiology Department, F1 – 04 – B & C belonging to the Zoology Department on the first floor. In addition to this, there is also a Herbarium Room under the Department of Botany [Room no. – F1 – 04 – D]. **Four (4) Science Labs**, F – 2 – 1, belonging to the Human Physiology Department, F – 2 – A, B & C - belonging to the Botany Department are there on the Second floor.

1. Adequate and well-maintained equipment is used for experimental purposes.
2. Before purchasing any lab equipment/ reagents/ glass goods/ plastic wares, respective departments seek approval from the authority and communicate with the vendors and ask for the quotation.



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3. As per the requirements, each department submits their respective laboratory budget to the head of the institution.
4. All the lab equipment is recorded in the stock book and updated from time to time.
5. Students are allowed to use the lab as per the time table given to them or any other time with teacher's permission.
6. Students are instructed to maintain and clean their working table after every experiment.
7. While attending the practical classes it is mandatory for the students to wear lab coats.

SPORTS FACILITIES: -

Apart from academic facilities, the college has also provided the opportunities related to sports and games. Holy Cross College offers a very good platform to the students to take part in Intra College and inter college sports competitions. There is no doubt that sports and games help to build good health, character, teaches life skills and inculcate many more good values.

College is having a separate room (Room no G-1) for Games and sports purpose. Students at Holy Cross College, Agartala are getting wide variety of indoor and outdoor games facilities. They can take part in Volleyball, Throwball, Badminton, Basketball, Cricket, Athletics, Tug of war and Football events. In indoor games, students can take part in Table Tennis, Carrom, Chess etc.

Every year college has conduct Annual Sports meet, which is under TEJAS. Due to non-availability of big grounds inside the college campus, we always conduct the events (which require big ground) in other institutional grounds with prior permission.

LIBRARY: -

The college library is divided into 2 sections. The Book Treasury section has a built-in area of 154.77 sq. m while the Reading Room has a built-in area of 186.36 sq. m. The reading room has a seating capacity of 110 students.

Collection Development Policy:

Collection development policy is to prevent the library from being driven by individual enthusiasm and from purchasing a random set of resource which may not support the mission of the library.



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Guidelines for Materials Selection:

1. Faculty recommendations
2. Publishers leaflets, catalogues
3. University recommended textbooks
4. Books as per the syllabus

Procedures for Processing Library Books:

1. When a new book(s) arrives, all the information of the books are entered into the library software as well as in the accession register
2. Each book is stamped, assigned classification number, barcode and pasted due date slip in the book.
3. Classification is done following Dewey decimal classification.
4. Stamp the first (1) page with a rectangle seal and 21st page of the book with a round seal.
- 5 Stamp the side edges of the book with a round seal with Holy Cross College library stamp.
6. Placed a barcode on the last cover page.

Circulation Policy:

Member type	No. of books	No. of days	No. of renewals
Administrative	3	14	1
Teaching Staff	3	14	1
Office Staff	2	7	1
Student	2	7	1
Guest Faculty	2	7	1

*Issue of books to guest faculty is done through respective HoDs only

*Renewal of books depends on the availability of books

Borrowing Rules – Student:

1. Library card will be issued to all the library member. They can borrow two books at a time for a week.



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2. Books can be borrowed only on producing one's own library card.
3. Borrowers are responsible for returning books issued to them on or before the due date.
4. Overdue books are fined at Rs.5/- per book per day.
5. Loss of issued books by borrower shall be imposed with Rs. 100/- and also cost of the book.

Reference Services:

Reference books, materials such as encyclopaedias, dictionaries, journals are not issued. It can be used only inside the library by producing library cards or college ID cards.

Journal Subscription Policy:

1. Faculty recommendations.
2. Subscription is done directly to the publisher or through agents.
3. In terms of journal subscription, payment has to be made in advance.
- 4 Budget estimate based on the costs, currency conversion.

General Library Rules:

- a) Book transaction time will be from 9:30 am - 3:30 pm.
- b) Carrying bags and personal book(s) are not allowed inside the library.
- c) Library materials should handle with care.
- d) All are expected to maintained strict silence.
- e) Food items are strictly prohibited inside the library and in the reading room.
- f) Using mobiles and listening music are strictly prohibited inside the library and reading room except for educational purposes.
- g) All books must return to the library at the end of each semester or whenever the librarian issues a call for the returns of the books.



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Particulars	From	To	Payment Date	Cheque No.	Amount	Paid in favour of
Leif	01/04/23	31/03/24	25/04/23	056033	53155.00	OTIS Elevator Co.(India) Ltd
Konica Minolta Photocopy Machine	03/05/22	02/05/23	02/06/22	050362	7080.00	Hi-Tech Reprographics
Canon Photocopy Machine	01/09/22	31/08/23	25/11/22	053475	14160.00	Office Automation Services
Bus B : TR01F2841	09/07/22	08/07/23	05/07/22	050408	54943.00	Future Generali
Bus C : TR01F1991	24/06/22	25/06/23	04/06/22	050422	51076.00	Future Generali
Bus D : TR01F2871	10/08/22	09/08/23	04/08/22	050422	51114.00	Future Generali
Bus E : TR01F2870	17/08/22	16/08/23	04/08/22	050422	51114.00	Future Generali
Bus K : TR01G4423	29/10/22	28/10/23	26/10/22	061766	62372.00	Future Generali
Bus L : TR01D3969	09/01/23	08/01/24	07/01/23	063549	49276.00	TATA AIG
Bus M : TR01D3968	09/01/23	08/01/24	07/01/23	063520	49276.00	TATA AIG
Xcent : TR01AX0984	04/05/23	03/05/24	02/05/23	056043	8667.00	TATA AIG
Wagon R : INDIAUGS/3	04/05/23	03/05/24	02/05/23	056043	8101.00	TATA AIG
EEO : TR01B50657	02/06/22	01/06/23	02/06/22	050357	24358.00	The New India Assurance
Pick-Up : TR01AN0553	23/06/22	24/06/23	23/06/22	050390	17012.00	Future Generali
Ambulance : TR01G0972	21/01/23	20/01/24	19/01/23	053524	9047.00	The New India Assurance
Auto : TR01V5384	21/01/23	20/01/24	20/01/23	6454	784.00	Go Digi General Insurance Ltd.

Vice-Principal
Holy Cross College
Agartala.