



**POLICY DOCUMENT  
ON  
DARRANG COLLEGE AMENITY  
CENTRE**

**DARRANG COLLEGE  
TEZPUR-784001, ASSAM**



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## Policy Document on Darrang College Amenity Centre

**Document Owner:** Principal, Darrang College, Tezpur

### **Policy Statement:**

Darrang College Amenity Centre was opened to meet the growing demand of students' study materials at an affordable price, to provide Xerox facility and also as a refreshment center for both students and staff of the College. The College intends to establish the Amenity Centre to enable the students and staff of the college to access stationery materials inside the campus at an affordable price. The Amenity Centre will provide xerox facility at a cheaper rate. Moreover, it will also provide light snacks and beverage.

### **Facilities:**

1. Students and Staff can purchase essential study materials at a cheaper rate than outside.
2. General Branch, Examination Branch, Accounts Branch, Library, Departments, IGNOU, KKSHOU, GUCDOE etc. of the College can purchase stationery materials from the Centre.
3. Students and Staff can get xerox facility at a cheaper rate.
4. Students and Staff of the college can have light refreshment like Coffee, Tea and Snacks during the working hours.
5. The Centre will open at 10:00 AM and close at 6:00 PM\*

*\* subject to changes*

### **Structure of the Managing Committee of Darrang College Amenity Centre:**

The Managing Committee consists of Five (05) members.

1. Principal, Darrang College will be the Chairperson of the Committee.
2. There will be two Advisors.
3. There will be one Coordinator.
4. There will be one Assistant to the Coordinator.

### **Functioning of the Darrang College Amenity Centre:**

- The Committee will approve the items and quantities and the same will be procured by the coordinator according to the purchase policy of the college and maintain the stock register.
- The mode of procurement and the price of the materials will be decided by the Committee.
- The Committee will ensure proper maintenance of the Amenity Centre so that the students get good service.
- The equipment's used in the Center will be periodically examined for proper functioning.
- The stock of the Amenity Centre will be regularly updated on daily basis.
- Daily Audit report of the transactions will be maintained and submitted to the chairperson.
- The cash transaction of the Amenity Centre will be deposited to the College Accountant on the last day of the week.
- The coordinator will look after the daily transactions of the Amenity Centre and inform the Managing Committee if any problem arises.

- The coordinator will visit the Amenity Centre time to time to supervise the functioning of the Amenity Centre.
- A person will be employed on a temporary basis at the Center to provide service to the Students and Staff.
- Both cash and online transaction will be accepted
- Goods will not be sold on credit.
- The coordinator will update the status of the Amenity Centre time to time to the Chairperson.
- The Chairperson's decision regarding any dispute will be the final.



A handwritten signature in black ink, appearing to read 'Palash Moni Saikia'.

(Dr. Palash Moni Saikia)  
Principal  
Darrang College, Tezpur

Principal  
Darrang College  
Tezpur, Assam

