

Procedures and policies for maintaining and utilizing physical, academic and support facilities

Our college tries its best to allocate and utilize the available financial grants for maintenance and upkeep of different facilities by organizing regular meetings of different subcommittees constituted for this purpose.

Laboratory: (i) Instruments purchased at different times are recorded in a specified book. The book is maintained by the Heads of the department.

(iii) To cope with the newly introduced CBCS syllabus, new instruments are purchased from time to time.

(ii) Repairing of the instruments are done by self or technician if and when required.

(iii) Instruction manual for performing the practical experiments are provided to the students.

(iii) Microscopes are cleaned annually.

(iv) The college also has a 'Central Instrumentation Facility' with a number of modern and scientific instruments. One of the faculty members is in charge of the same.

Library: (i) Accounts of visitors (Students, Teachers and Staff) are recorded on daily basis.

(ii) Suggestion box is kept inside the reading room for taking feedback.

(iii) To ensure easy return, no-dues certificate is issued to the students before filling the form for Final exam.

(iv) Library committee meetings are held at regular intervals to implement new rules and regulations.

(v) journal/Magazine, Daily Newspapers, Employment oriented Newspapers are subscribed on a regular basis.

(vi) Students are given awareness about digital database like N-LIST (UGC-INFONET Digital Library Consortium, INFLIBNET) and NDL (National Digital Library IIT Kharagpur).

(vii) Library books are well stacked in accordance with Dewey Decimal Classification System.

(viii) Binding of old books are done from time to time.

(ix) Before a long vacation, pest control chemicals are applied in the library along with other Departments and laboratories.

Sports: (i) Head of the Department of Physical Education is in charge of Sports and Game. He coaches the students before any type of tournament or competition. Sports equipments are purchased when required. Players are provided with different essential playing kits from the fond of Teachers' Council and the college and they are given nutritious food during practice hours. The college has a big play ground and a well-maintained Multi-Gym.

Computers: Utilizing the Rusa fund and college fund three computer labs have been established. One of the labs is for mathematics Department where computers are interconnected

via LAN and have internet connections. Second lab is in commerce Department. Another computer lab which is central computer lab is for computer sc. and other Departments. Beside this Departmental computers are well upgraded and protected by antivirus. All smart rooms/technology enabled rooms are provided with projectors & laptops.

Classrooms: Building subcommittee of the college plays active role to maintain the infrastructure. After getting requisition from different Departments, Principal forwards the plan of action to the building committee for execution. Major works are done by Public Works Department, W.B. Minor repair and renovation work is done with the help of college fund.

- (i) There is a full time sweeper and casual sweeper for cleaning of campus.
- (ii) A full time electrician is engaged for maintaining and servicing different electrical connection and operating generators when there is power cut off.
- (iii) A full time casual Gardener is appointed for weeding, planting, pruning and watering as well as the general maintenance of the garden and greenery.