

#### **4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The Institution is fully owned by the Government of West Bengal.

Government development grants are one of the major sources for procuring, augmenting educational resources like books, journals, laboratory consumables and library resources. Upon receiving of such grants a meeting is conducted by the Principal with all the Heads and the funds are distributed proportionately.

Special grants like RUSA, UGC-CPE, DBT and DST whenever received after evaluative cycles and application for these constitute another major means for maintaining, utilizing educational resources and support facilities.

The College generates modest resources from self-financing courses and these are used to support some need of the particular courses.

The procedures which the college follows are listed below:

1. The maintenance and the beautification committee of the college oversees the maintenance of the buildings, classrooms, laboratories and the campus. The required maintenance work is mainly performed by the Public Works Department (PWD), Govt. of West Bengal.
2. The college has employed sufficient in-house staff for meticulously maintaining hygiene, cleanliness and infrastructure of the campus as well as to provide a congenial learning environment. Each floor is assigned by specific non-teaching staff for cleaning and maintenance purposes of staffroom, classroom, seminar room and laboratories. The wash rooms and the rest rooms are cleaned at regular intervals. Dustbins are kept at each floor and at different places throughout the campus. The lush green campus is well maintained by a fulltime gardener.
3. To ensure optimum working condition some of the properties/equipment of the college are under annual maintenance contracts. These include maintenance of Air Conditioners, CC TV cameras, Water purifiers, Internet Facility and computers.
4. Computers and its accessories in different departments and dedicated laboratories are well maintained by two college appointed whole time professionals as well as by the Lab assistants. The computer committee of the college keeps close surveillance of the Internet facility and other computer related issues.
5. A stock register for the available equipment is well maintained by every department and is also annually audited.
6. Regular pest control of the holdings of the library is done to get a long life of the collections.

7. Periodic reporting of the requirements for the repairs and maintenance works are submitted by the HODs to the college administrative office. The office coordinates these issues with PWD, WB in concurrence with the Principal.