

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms

Classrooms: Building subcommittee of the college looks after the maintenance of the Class Rooms. This year two new Class Rooms in First Floor (One Class Room) and in the Second Floor (One Class room) has been completed with the grants received from RUSA 2.0 and also from the college fund. Major works are done by Public Works Department, W.B. Minor repair and renovation work is done with the help of college fund. The Class Rooms are regularly cleaned and electricity facilities are regularly monitored.

Laboratory: There College has eleven laboratories namely - Botany (2), Chemistry(1), Environmental Science (1), Food and Nutrition(1), Physiology(1), Physics(1), Zoology (3), Film Studies (1). This year new instruments and equipments are purchased for all the above mentioned laboratories from RUSA 2.0 Fund. The purchase of instruments and equipments for the laboratories are entirely done through tendering and e-tendering in the college website after the approval from Finance Committee of the College and Project Monitoring Unit of RUSA 2.0. Apart from that Recurring expenditures are provided from the College Fund to different Science departments for smooth conduction of laboratory experiments. Instruments purchased at different times are recorded in a stock register, maintained by the Heads of the respective departments. To cope with the newly introduced CBCS syllabus, new instruments are purchased from time to time. Repairing of the instruments is done by skilled technicians, as and when required. Laboratories are regularly looked after for their consumables reagents and are regularly maintained by the respective teaching faculties of the lab based departments as well as by the laboratory assistants.

Library: Library sub-committee constituted by the Principal, Librarian & Teachers' representatives from different departments of the College. The Library has total approximately 10,000 text books and 1500 Reference books, print journals. Library facilities are provided to all the teachers and students. Koha software is being used for automation of the library. The automation of the library is in progress. Accounts of visitors are recorded on daily basis. Suggestion book is kept inside the reading room for taking feedback. Library sub-committee meetings are held for proper maintenance of the Library. Journal/Magazine, Daily Newspapers, Employment oriented Newspapers are subscribed on a regular basis. CCTV is used for ensuring safety and security of the Library.

Sports and Cultural Activities: Sports and Games development sub-committee of the Teachers' Council looks after all sports related matter of the College. The college organizes Annual Sports and other cultural activities like Annual Social, Prize Distribution Ceremony, Quiz, Extempore competitions every year. This year the Annual Sports was organized on 07/02/2020 with 250 participants. Annual Sports is organized each year with representation from Students, Teachers and Non-Teaching staff of the College. Sports equipments are purchased as and when required.

Computers and ICT: In the year 2019-20 ten new computers, ten new wifi-adapters and two new all in One Laser Printers has been purchased through RUSA 2.0 fund. The college website shares all relevant notice to all stakeholders. The ICT and Website management sub-committee looks after the up-gradation of College website and uploading of various notices on the web-site. All Science departments, Teachers room and office are provided with desktops. The college has two classrooms ICT enabled classrooms. The ICT enabled classrooms are provided with projector and laptops which are availed by all the departments to project seminars and films for the students, as and when required. There are annual maintenance contract for the

computers and IT infrastructure. Internet is available to all teaching and non-teaching staffs during office hours.

Other facilities:

- Annual Maintenance of the Green Generator with Acoustic Enclosure (45 Kba) is done regularly by the vendor.
- Regular water supply is ensured in the taps.
- Drinking water facility is provided by installed in all floors of the college The Water purifiers & coolers which is maintained through AMC with the vendor.
- Pest control chemicals are applied in the library along with other Departments and laboratories on regular basis particularly before vacations.
- One Sanitary Napkin Vending Machines are being provided for the welfare of the students and is maintained through AMC with the vendor.
- Along with Library for security and safety reasons, the entire college along is brought under the CCTV surveillance which is maintained through AMC with the vendor.
- A temporary gardener is appointed for weeding, planting, pruning and watering as well as the general maintenance of the college and hostel garden.