

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

The College being a government institute, Public Works Department (Civil and Electrical division), Govt. of West Bengal looks after the maintenance work of all the physical infrastructure as and when required. In this aspect, PWD carries out detailed inspection as per requisition of the institute and submits the estimated budget for the proposed work. This budget is then placed to the higher education department for their approval and the work is subsequently executed. For urgent plumbing and sanitary maintenance work, the College authority can execute it and submit the bill to the Kolkata Pay A/Cs office for payment. The PWD electrical division has set up an office within the college campus for day-to-day maintenance activities of all the electrical appliances and installations.

In addition to these, there are certain procedures adopted for maintenance and purchase of academic as well as other support facilities. The concerned faculty puts forward requisition through the HODs to the Principal to decide on purchase and maintenance of laboratory equipment under the State budget. All purchases and maintenance are decided by the Purchase committee, with the Registrar of the College as the convener. Any purchase costing over Rs. 10,000/- is done following West Bengal Financial Rules. Occasionally, few equipment which are not covered under annual maintenance contract are looked after by faculty and support staff. In addition to this, a network maintenance committee is also constituted with faculties and technical assistants to look after the smooth functioning of the internet connection facilities within the college campus. Finally, the college authority ensures regular cleaning and sanitization of the whole campus including gym and play-ground area of the institute. Security and house keeping services are outsourced following Govt. rules.

To meet the information needs of the teachers, students and research scholars, the concerned HODs, in consultation with the teachers, selects the books and e-contents for collection. Students demands are noted down in the book requisition register maintained in the library. Collected materials are processed either by the librarian or through outsourcing depending upon the volume

of collection. Day to day house keeping operation viz. accessioning, shelving, retrieval, issue, return, restoration, shelf rectification, cataloguing, data entry are done by the librarian.

Dusting and cleaning, pest controlling and binding of damaged books are done through outsourcing. Collection of books are examined periodically for the purpose of repair, replacement or removal. Maintenance of computer and photocopier machines are done through AMC. The library committee members discuss regularly regarding various policies and procedures for the betterment and development of the library.