



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

The College ensures the optimal allocation and utilization of the funds for maintenance of infrastructure and purchase of new equipment. The proposal for the same is submitted to the College. The Purchase Committee of the College reviews the proposal, which is further approved by the Teacher-In-charge. The quotations are invited and the equipment is purchased from the vendor with the lowest quote (as per Govt. rule). The record of the equipment is maintained in the stock register. At the end of the financial year, the College carries out an external Financial Audit approved by Government of West Bengal. The various functions of the College are carried out by the committees constituted by the Teachers' Council. The garden is maintained by one Mali contract basis. The upkeep of library is done by the Librarian and staffs of library, guided by the Library Committee. The security of the College is maintained by the security guards. A number of CCTV cameras have been installed to monitor the infrastructure. Physical verification of the laboratory equipment is done every year to ensure the maintenance of laboratories. Computers, Generators, Water Tanks, Motors and R.O System are maintained as and when it becomes necessary. There is a separate company that takes care of all online systems, guided by the Website committee of the college. Fire extinguishers are installed and are checked regularly. For electrical maintenance works there is one contractual electrician in the Campus. There is a separate Sports committee for all sports related activities including maintenance of sports ground and sports equipment, gymnasium etc. This particular work is well guided by the Physical Education Department of the college. There is no permanent plumber in the college however the plumbing work is done by outsourcing. There are three contractual sweepers, appointed for the regular cleaning.