

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

***Procedures for maintaining and utilizing physical facilities of the college:***

It is needless to say that the college is more than 130 years old, following its date of birth that is 15<sup>th</sup> of Jun2,1888. In course of this time there have built and developed a notable number of physical facilities/infrastructure in the main campus and off campus of the college. In the main campus there are 09 single and multi-storeyed buildings along with some full wall tin shaded old modelled premises.

In the off campuses there are 02 hostels(one for boys and the other for girls). These hostels are double storeyed. There remains another off campus named as ‘Antara ‘which extends the facility of residence for teachers who are desiring to enjoy it.Here there remains single storeyed 03 residential complexes.

***Procedures for maintaining the physical facilities of the college:***

All these bulk of physical facilities /infrastructure of the college has been going on very much carefully under the supervision of Department of Higher Education, Govt. of West Bengal through the PWD, DTE Social Sector, Cooch Behar Division, West Bengal.. To enjoy this care of the Department of Higher Education, the college authority through its College Planning and Development sub-committee collects cost-estimates as and when necessary from the above mentioned PWD authority and then submits for fund grant to the Higher Education Department. The Higher Education Department according to the budget rationale then allocates the fund for the development of the college. Besides these, minor to very minor maintenance activities are being executed out of the non-govt. fund of the college, collected every year from particular sources.

***Procedures for utilisation of the physical facilities of the college:***

The procedures for utilising these physical facilities of the college are displayed in the following tabular form for convenient understanding:

<b>Sl. No.</b>	<b>Name of the physical facility</b>	<b>No. of floors</b>	<b>Name of the campus where located</b>	<b>Nature of utilisation</b>
(1)	(2)	(3)	(4)	(5)
(1)	Administrative building(Heritage building)	G*-1	Main college campus	Contains Principal’s Room, room for Head assistant, Cash Section, Student Section, Staff room, One Common seminar Room, one gallery classroom for Chemistry department, Office room

				for NSS unit, Office room for NCC unit, Office for Student Union, Room for RUSA related official work, requisite washrooms etc.
(2)	Bikkhan(Part-I) Major and minor part, Chemistry building- (Non-Heritage)	G-1	Do	Contains department of Chemistry with requisite number of classrooms and laboratories, staff room, seminar library, wash rooms etc.
(3)	Prakriti(non-heritage)	G+1	Do	Contains department of Economics(ground floor) with requisite number of classrooms ,seminar library, and department of Geography (first floor)with requisite number of classrooms seminar library,laboratory, wash rooms etc
(4)	A.B.N.Seal Block(Heritage building)	Full wall tin- shaded	Do	Contains department of English, Philosophy,Political Science with requisite number of classrooms seminar libraries , wash basins etc. It also houses office rooms for apex bodies of the college,Central Instrumentation room, NAAC office room,Burdwan University Distance study centre, Gymnasium and physical Education department etc.
(5)	Satavisa(non-heritage)	G+3		Contains department of Physiology(ground floor) with requisite number of classrooms, seminar library,laboratories, wash rooms,department of Physics(first floor) with requisite number of classrooms seminar library,laboratories, wash rooms,department of Mathematics(second floor)with requisite number of classrooms, seminar library,laboratories,wash rooms,department of Education(third floor) with requisite number of classrooms, seminar library,wash rooms IGNOU study centre,Vidyasagar sabhagriha-Conference hall(ground floor) etc
(6)	Maharaja Nripendra Narayan Bhaban(PG building-non-heritage)	G-3	Do	Contains department of Sanskrit(ground floor) with requisite number of classrooms, seminar library, wash rooms,department of Bengali(first

				floor) with requisite number of classrooms, seminar library, wash rooms, department of History (second floor) with requisite number of classrooms, seminar library,,wash rooms,and also Centre for North Bengal and North Eastern Regional Culture and Museum, Office room for Women's Cell etc
(7)	Manan(Central Library)	G+2	Do	Contains all library facilities, rooms for Librarian, Assistant Librarian, Wash rooms etc.
(8)	Ankur	G+1	Do	Contains department of Zoology, Botany with requisite number of classrooms, seminar library, laboratories, wash rooms etc.
(9)	No Name	G-1	Do	Contains boys and girls common room, 02 rooms for Geography department
(10)	Kalaswar(College canteen)	G-Tin shaded	Do	College canteen for teachers and students
(11)	Rabindra Prafulla Mancha	G	Do	Stage for cultural programme with an open ground in front of it.
(12)	Health Unit	G	Do	Contains office of health Care Unit and class room for Botany department
(13)	--	G(Tin shaded full walled)	Do	Contains residential facilities for college darwan
(14)	---	G(Tin shaded full walled)	Do	Contains the old part of Centre for North Bengal and North Eastern Regional Culture and Museum
(15)	--	G(Tin shaded full walled)	Do	Contain damaged wooden articles
(16)	--	G	Do	Contains seating facility for security guard at the entrance gate
(17)	---	G+1	Off campus(no name)	Contains residential facilities for boy students
(18)	--	G(Tin shaded full walled)	Above Off campus(no name)	Kitchen, Dining and residential facilities of PG students
(19)	Sister Nibedita Girl's Hostel	G+1	Off campus(no name)	Contains residential facilities inclusive of Kitchen, Dining and residential facilities of UG and PG girl students
(20)	Three Residential complexes	---	Antara	Extends the facility of residence for teachers who are desiring and deserving to enjoy it.

***Procedures for maintaining the academic facilities of the college***

Academic facilities includes both physical part and human part. The maintenance procedure of the physical part have already been discussed in the earlier section. However the maintenance of the human part inclusive of both teaching and non-teaching sections have been maintained appropriately by the Directorate and Department of Higher Education, Govt. of West Bengal through fresh recruitment and transfers, this being a government institution. On an average every year the said Directorate and department seek vacancy position in this respect and then take appropriate measures for maintaining these resources at its upkeep level.

***Procedures for utilisation of the academic facilities of the college***

The utilisation procedure of the physical part have already been discussed in the earlier section. The procedure of utilising the teaching section of the Human part of the academic support facility is executed through the formulation of appropriate routines for teaching, learning, examination and other likely activities. At the same time they are also included as members in various sub-committees under Teachers' Council and Administrative subcommittees of the college. Desiring teachers are also assigned to run the IGNOU study centre and Burdwan University distance education centres. Besides these the teaching staff of the college also make themselves available for the special counselling of the students as and when necessary.

The procedure of utilising the non-teaching section of the Human part of the academic support facility is executed through the existing norm of the West Bengal govt. for govt.colleges. According to these norms, this section have been performing all the official activity relating to the teaching section of the college, for example, joining of the teachers, release of the teachers on transfer, Service Book preparation and so on. Besides these, this section is also rendering their labour and intellect for the running of various administrative committees and wings, Study centres of IGNOU and Burdwan University Distance Education centres.

***Procedures for maintaining the Support facilities of the college:***

This is discussed in the following order:

**Laboratory:** Laboratory facility is mostly maintained by the fund extended by the Department of Higher Education ever year. In some exigency, non-government fund are also used for this purpose.

**Library:** Library is also maintained in the same way as the laboratories.

**Sports complex:** The maintenance of sports complex and other open grounds for different sports and games purposes along with open cultural functions etc. is done mostly out of the non-government fund. The non-govt. fund is utilised in this context for levelling all these complexes through rolling, cleaning & sweeping along with pruning of grasses etc. During the rainy season when the growth of grass is seen in abundance, adjacent cow owners are allowed to feed their animals and thus these campuses are maintained from overgrowth of grasses to some extent.

**Classrooms:** Infrastructure of classrooms such as tables, chairs, blackboards etc. are maintained through the year –wise grant extended by the Directorate of Higher Education for this purpose. Sometimes in urgent situations such maintenance activity is also executed through the non-govt. fund, if the budget of such a fund permits.

Other support facilities are maintained through the similar procedures as discussed above.

### ***Procedures for utilisation of the support facilities of the college***

The Procedures for utilisation of the support facilities of the college is discussed below:

**Laboratory:** Laboratories of all science departments are utilised throughout the year mainly for the purpose of practical classes. Besides these a few teachers are seen to use the laboratories for preparing their advanced research activities.

**Library:** The stock of the Central Library is utilised by the students and the teachers. Periodic lending and borrowing of books is done in the library for teachers and students alike. Instantaneous lending and borrowing of books for a day is also in practice. There remains a Reading room facility for the students and teachers. Besides all these library serves as a field of survey for the preparation of Project of Library Science students with due permission of the Head of the Institution. Library personnel i.e. Librarian on the basis of his/her initiatives and the assistance of Library sub-committee Extension activities and small cultural activities once in year.

**Sports complex:** Major and minor sports complexes of the college are used throughout the year for arranging various types of sports and games namely Annual Sports and Games, Football, Cricket Tournaments, Volleyball tournaments etc. At the same time these grounds are extended for arranging University games and sports competitions in some cases as the affiliating university disseminates its Annual sports and games events over all the affiliated colleges. Besides these complexes are utilised by the institution in organising annual Cultural activities (KRISTI), and other small cultural events of the College and Students' Union. Finally these complexes are extended for the use of materialising the respective socio-cultural and allied events of the adjoining areas with prior permission of the college authority. In this way these are utilised for broader social purposes.

**ICT:** In consonance with the need of the time, this institution strives to facilitate the students and faculty members with the ICT hands. The chart below will substantiate endeavor of the institution in this matter:

SI No.	ICT Tools and Resources	
	Item Description	Quantity
1	Desktop	56
2	UPS	20
3	Projector	24
4	Wall Mount Adjustable Bracket	2
5	Laptop	29
6	WiFi for PC	8
7	All in one Echo cancellation System	2
8	Webcam	2
9	Wireless HDMI Dongle with Adaptor	2
10	Smart Classroom	2
11	Printer	17

**Classrooms:** Classrooms are utilised mainly for arranging classes of the various departments. Simultaneously the rooms are seen to be used for the departmental cultural activities such as Fresher’s welcome, Farewell ceremonies, Important lectures by dignitaries, departmental students ‘seminar and so on. Others such as Vidyasagar Sabhagriha (Conference Hall), Seminarhall in the administrative building and etc. are used for organising seminars, symposia, workshops, and small cultural programmes and likely others.

**Policies for maintaining and utilising Physical, academic and support facilities of the college:**

*Policies for maintaining Physical facilities of the college:*

This issue have already been discussed implicitly in previous section. Explicitly the policies for maintaining the physical facilities are as follows:

- ❖ The college authority always aims to maintain these facilities at an upkeep level.
- ❖ The college authority tries to maintain these facilities at a workable condition.
- ❖ For materialising the first two policies, the complementary administrative activities are followed by the college authority throughout the year as and when necessary.

***Policies for utilising the Physical facilities of the college:***

**These policies are as follows:**

- ❖ The college authority makes an endeavour always to utilise these facilities up to its optimum level in consonance with the ongoing academic situation.
- ❖ To materialise the above mentioned policy the college authority tries to follow complimentary activities such as opening of new subjects, new streams, new courses, new shifts etc. and as a result of these the college has taken its present shape which includes a strong day shift/morning shift, 15 UG departments, 04 PG departments and others.

***Policies for maintaining the academic facilities of the college:***

Policies for maintaining the physical part of the academic facilities has already discussed in the earlier section. The policies for maintaining the human part are discussed below:

- ❖ The college authority always aims to keep the teaching part of these facilities at an updated level.
- ❖ For following the first policy the said authority encourages them to take part in the workshops, summer and winter courses, Orientation Programmes, Refresher Courses held in different corners of the nation for awaring the teaching part with the new and newer developments in the course curricula of different subjects and disciplines and in doing so the authority follows the existing rule of the government.
- ❖ For reproducing the intellectual ability of the teaching community and keeping their health and hygiene at an upkeep level, the college authority follows appropriately prescribed holiday lists in every academic year. Besides they are also given opportunity to take various govt. approved leaves for removal of fatigue and disorderly conditions of their physique.
- ❖ The college authority views for maintaining the nonteaching part of this facility always at an uptodate level.
- ❖ For materialising the above policy, it encourages them to take part in the training programmes, especially organised for them by the Directorate and department of Higher Education and Local District collectorate. Besides the said authority itself aims to organise Administrative training in the college premises also.
- ❖ For maintaining the capacity of giving labour, time and intellect in the course of running the non-teaching activities, such as administrative and other likely, the college authority follows the similar policies as mentioned in the context of teaching part of this facility.

***Policies for utilising the academic facilities of the college:***

- ❖ The college authority aims to utilise both the teaching and non-teaching parts of these facilities in an optimum fashion.

- ❖ In following these policies it prepares necessary academic calendar and related other inclusive of different sub-sections etc. for the non-teaching part.

***Policies for maintaining the support facilities of the college:***

- ❖ The college authority tries always to maintain all these support facilities in such a manner that those remain to be in workable condition
- ❖ For following this above policy, it undertakes frequent supervision of these and invest funds out of both govt. assistance and non-govt. exchequer of the section.

***Policies for utilising the support facilities of the college:***

- ❖ College authority always aims to take endeavour for utilising all those support facilities upto an optimum level.

Finally summing up all these it may be said that the procedure and policies for maintaining and utilising physical, academic and support facilities of this college is progressive in nature.