

AQAR 2019-2020

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

No hard and fast rules are followed for maintaining and utilizing the physical facilities. For any type of repair and maintenance either in laboratory or library or classrooms etc., concerned department draws attention to the head of the institution for doing the job in due time. The head of the institution seeks permission from the finance sub-committee for allocation of necessary fund to incur expenditure under different head. The finance sub-committee allocates this amount from the budget allotment made by G. B. If the amount of expenditure becomes heavy, purchase sub-committee is entrusted to complete the job by maintaining the procedure like collection of quotations by circulating notice or advertisement in news papers for wide circulation. Notice for quotation is also given in the website of the college where necessary. In case of small purchase, tender notice is circulated locally. After collections of quotation, a comparative statement is prepared and placed in the meeting of the tender and purchase sub-committee, finally work order is issued to the lowest bidder after taking resolution in the said meeting of tender & purchase sub-committee. Sometimes where small amount is required for maintenance purpose or wherever immediate urgency is required, local persons or technicians are called for to perform the job to the satisfaction of the authority. In some cases, agreement for AMC is provided with the service provider; generally, for the equipments purchased on different purposes, in case of maintenance of garden and ground one part-time employee is engaged to perform the job.

In case of academic development the college organizes seminar and workshop in national and international level; and for organizing seminars the concerned departments jointly or alone chooses first the topic to be discussed in its departmental meeting. Then proceed to the head of the institution for necessary funding. The finance sub-committee allocates the fund and the Governing Body approves the same. The organizing department is responsible for looking the resource person for delivering lectures on the selected topic. In these way teachers, students and staff members are benefited through interaction with the resource persons. Beside this the teachers are released to attend the seminar, workshop, etc organized by other institution to enrich their knowledge. The college also organizes cultural activities like Rabindra Jayanti, Vasanta Utsav, Republic Day, Independence Day observation etc. to inculcate the cultural side as a whole.

As student support facilities, sports and games, cultural programme, study tour & field work, publication of college magazine, health check-up programme and blood donation camp are organized by the student union, N.S.S unit or concerned department of the college either individually or jointly.

In conclusion, it may be said that various committees like Academic Sub-committee, Library Sub-Committee, Purchase Sub-Committee, Building Sub-Committee, Women cell, Teachers' Council, etc. work together for physical and academic development of the college.