

#### 4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has a systematic policy in maintaining its Physical, Academic & Support facilities like **Laboratory, Library, Canteen, Computers and Classrooms etc.,**. For the maintenance of the these physical facilities a decentralized policy is adopted by the institutions. As part of this policy, the college appoints committees and Cells to look after and management of its resources properly. The committees thus forms may continue for one academic year or may be extended for another term. The major Committees that look after the physical resources are as follows:

1. **Academic Committee:** The Academic Committee of the college formed to look after the Academic matters of the college. The principal of the college is the Chairman of the committee with a combination of eight members. The Committee seats before the beginning of each academic session and the decision of the Academic Committee taken jointly by the IQAC sent to the concern departments for implementation of the resolutions.
2. **Campus Management Committee:** This Committee is entrusted the responsibility of campus management. The college has 3.25 acres of campus area with lush green that conducive for teaching-learning. The Campus management Committee looks after the cleanliness, beautification and plantations within the campus. Besides, the Committee ensures to keep the Campus Eco-friendly by prohibiting Bikes and car parking. The College has only one bicycle stand for Bicycle parking.
3. **Construction Committee:** The Committee is formed as per the resolutions of the Governing Council of the College and empowered the responsibility of the new construction and renovations of the college buildings.
4. **Laboratory & Electronic Gadget Maintenance Committee:** The Laboratories viz., Education Lab, Computer Lab & Language Lab and other electronic gadgets are maintained by a Committee formed by the College. It look after the needs of

electronic materials, Computers for academic & office purposes, arrange list of works to be done for improvement of the laboratories.

- 5. Library Committee:** The Library Committee, the Librarian of the Central Library as its Convenor, and Faculty Staff as its Members look after the matters of the Library such as Books and Furnishing, Reprographic Needs, preservations of the question papers and any type of needs are discussed in the meeting of the Library Committee and the same is send to the Principal for action taking.
- 6. Website Management Committee:** This Committee looks after the quality and performance of the Website designed and developed by the website provider S.S. Technology. The Committee keeps regular contact with the service provider for avoiding any kind disturbances in the time of urgency. The Committee also takes initiatives in upgrading the website for gradual needs of the students. During the current session, the website maintenance Committee did a lot for the benefit of the students as well as for the students by incorporating online tab for online classes and assignment submission.
- 7. Hostel Management Committee:** The Hostel (Girls Hostel) Management Committee is entrusted with responsibility to manage the Hostel properly. The Committee members are the faculty members and seats in meeting for any type of problems faced by the boarders such as hygiene, food supply, water supply, medical service to the needy students and setting of the rules for hostel boarders.
- 8. Canteen Management Committee:** The Canteen Management Committee looks after the food quality, hygiene, disbursement of waste etc. Besides, the committee decides the allotment of the canteen to Vendor every year or renewal of same vendor. Moreover, the Committee ensure the service of the canteen at the time of emergency needs such as Seminar, Workshops, Meeting etc.,. The canteen has facilities for the outsiders.
- 9. Indoor Stadium Management Committee.** The college appoints an In-Charge to look after the Indoor Stadium. The In Charge takes initiatives to fulfill the needs of the students at the time of Annual Sports. It comprises Badminton Court, Table Tennis and a Gym Khana. The In charge frequently organizes meeting with the games & Sports In Charge of the Students Council for smooth use of the Indoor Stadium.

**10. Classroom Management Committee:** This Committee ensures the need of the classrooms such as sufficient supply of Black Boards, Furnishing Items, Cleanliness of classrooms, Lighting arrangements, adjustment of classrooms at the time of examinations or any other activities conducted by the college or any other external agencies.

Moreover, the college has a strong & well equipped IQAC office that plan everything beforehand on the eve of the each academic session and accordingly the downstream committees are requested to perform their duties and functions. The Internal Quality Assurance Cell seats in meeting with Governing Council of the college and other committees for approval of the plan projects.

The Head of the Institution, convene meeting with Teaching and Non-teaching staff and seeks policy mechanisms that to be implemented in the forthcoming year. Besides, the HoI asked the committees to frame outline of new policies and renovation projects and receiving the same is placed in the agenda of the Governing council meeting of the college.

This working procedure accounts the decentralized manner in policy formulation of the college, means its organ gram is purely based on a democratic and decentralized manner.

Sl.No	Items	Destination Given /Allotted
01	Plastic Carpets & Falls Ceiling	Department of Pol.Science, English & Dept. of Education.
02	Tree Plantations/Gardening	College campus
03	Campus Cleaning	Entire Campus
04	Almira/Computer/Falls Ceiling/Fan	Dept. of Commerce and BCA
05	Footpath	To Bicycle Stand
06	Tiles/ Wiring/Falls Ceiling	Barrandah (ground floor of administrative building) First floor of the administrative building
07	Renovation	Office Room
08	New Construction	Canteen/First Floor of New Building
09	CC TV	Dept. of Philosophy & Bengali
10	Green Notice Board/Black Board	All Departments/ and some of the classrooms.
11	Renovation	Toilet (Teachers' common room, Office & Library)
12	Table/Chair (Guest)/Plastic Chair etc.	Conference hall/Computer Lab/IQAC
13	Earth Filling	College Campus
14	Ceiling Fan	Room No: 26 & 25

  
 Principal  
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