POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

1. Maintenance of college infrastructure and facilities is done centrally on requisition placed by the respective departments in the Development Sub-committee of the Governing Body. Each department maintains an Asset Register with detailed list of all equipment purchased. These include laboratory equipment, equipment such as computers, laptops and printers needed for the day to day working of the department. An overall record is kept of the students using the equipment for their experimental work. These equipment are regularly cleaned and inspected for proper functioning. Any repair work required is done by trained technicians. All computers are upgraded from time to time and are protected using antivirus software. College also provides Wifi/LAN facilities to its students and staff. Facilities such as water pumping machine, water purifier, water cooler, electricity generating system, are maintained in proper condition by regular inspection and repair work as required.

2. The Development Subcommittee and the Building Subcommittee also inspect and rectify any issues related to the infrastructure in all classrooms and college ground. The college has a large playground as well as a gymnasium. The college maintains a small garden as well as a Sacred Grove kept as a natural habitat for various species of flora and fauna for conservation of biodiversity. The NSS unit of the college actively works on keeping the whole campus in good condition. The Gymnasium is maintained by the Sports Committee of the college whose facilities are being utilized by the students to its full extent.

3. The college library is smoothly run by the Librarian and his staff. Asset register of all books and journals are regularly updated. The library also has a cyber compartment inside for the benefit of the students as well as faculty. A record is maintained of all users of college library facility. The college library provides the service of INFLIBNET to all interested users. KOHA software is being used to make the library fully automated.

4. College office has a efficient group of staff members. All Academic record of both Under Graduate and Post Graduate students of the college are maintained using SMART software and CAS 7.1 software. In the Accounts Section the college staff is paid through HRMS of the Government of West Bengal.

5. All the facilities are provided by the college for the smooth running of its Women's Hostel which is maintained under the supervision of the Hostel Sub-committee of the Governing Body.