

## MAINTENANCE OF CAMPUS INFRASTRUCTURE – PROCEDURES AND POLICIES

Being an affiliated college of the University of Calcutta, our college follows the university guidelines for general policies and procedures.

The college functions through a number of committees and subcommittees that are the in-charge of various aspects of the day-today running of the College. These include certain statutory committees instituted by the Governing Body of the college, including the Academic Sub-Committee and the Finance Sub-Committee, while the other committees are selected by the Teachers' Council.

Utilisation of the labs and classrooms are notified through the official time table which is put up on the college notice boards, website and passed on to individual teachers. Notices regarding the procedures and policies for utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms are issued time to time from the office of the Principal and also put up on the website.

Regarding maintenance of the same, the Teachers' Council of the college constitutes committees like the Library Committee, Sports Committee, Building Maintenance Committee and the Purchase Committee. The Library Committee consists of the Librarian as the Convener along with all departmental heads as members. The Library Committee allocates funds for purchase of new books and other requirements of the library. The library acquires the reading resources on the recommendations of the teachers and convener of the Library Committee. Some of the general and reference resources, needed by the library, are purchased by the Librarian in consultation with the departmental heads. The various rules and regulations for the usage of Library and its resources is displayed at various places of the Library.

The Institution constantly upgrades its IT infrastructure as per the requirements, from time to time. The Institution also ensures that all the students are provided with adequate IT infrastructure. The rules and regulations for the usage of Laboratories by the students is clearly displayed there.

The College provides facilities for the following sports: Athletics, Cricket, Football, Volleyball, Table-Tennis and so on. the college has a well-equipped gymnasium for the students. The Sports Committee makes their calendar annually the highlight of which is the Annual Sports Meet. It is an event in which students take part with great enthusiasm and many of our students have won numerous awards and accolades at district, state and national levels.

The College performs external audit and based on its report, the college keeps on making amendments in policies, if needed.