

#### 4.4.2

#### The procedures and policies followed for maintaining and utilizing infrastructure are maintained in the following manner.

- Most of the class rooms are air conditioned, WiFi enabled equipped with LCD projectors, Wifi enabled Seminar and conference rooms, well stocked library with internet and INFLIBNET , Well equipped gym and yoga classroom are available in the college campus.
- A Complaints Register is maintained to record any fault or deficiency noted by faculty, staff or students. The IQAC Coordinator examines the register and takes necessary steps to overcome the deficiency.
- Electrician is appointed by the Government to take care the whole electrical system properly. Plumbers are hired to remove the plumbing faults. After attending to the fault, the electrician/plumber report to the Principal of the college whether the fault has been removed or if they need some material to get the infrastructure in working order. The required material is purchased from open market and used to repair the damaged part.
- For maintenance of building, if any defect is brought to our notice, the same is examined by the consultant engineer. As per his advice, necessary steps are taken. Minor repairs are done through contractors. For major repairs, tenders are called. The tenders received and examined by the Principal, Purchase Committee , Finance Committee and Governing Body of the college. Comparative statement is prepared and the job is allotted after approval of the Principal and the Governing Body.
- The building is examined from time to time by the Engineer time to time. Air conditioners, water coolers and generators are under AMC for their maintenance and proper utilization. Any fault in computers, projectors, audio system is examined by technical experts and necessary repairs done according to the cost involved.
- Sports and Library facilities are properly maintained and the required repair and renovation is done as per Principal's order.
- We are under INFLIBNET system and Nar code. The software is maintained by the library staffs. Difficulties are removed by the developer of the software. We paid the required amount for INFLIBNET system and the system runs properly. Library development is done by Library advisory committee. The library has an experienced and knowledgeable library staff. Books, journals and magazines etc. are purchased in consultation with staff members, under the supervision of the Principal and library advisory committee.
- We have some AMC's for maintaining generators , Water purifier , Water Cooler machine & Computer maintenance.
- We are submitting annual income tax return to Income tax office for each and every financial year.
- We have appointed one chartered accountant as internal Auditor for maintaining College Accounts.
- We have appointed two Guards from private security agency .

#### Physical:-

- The College Authority deputed Dr. Rimi Roy , Assistant Professor in Geography , Dr. Yasmin Saima ,Associate Professor in Chemistry , Dr. Amrita Khamrui Assistant Professor in Computer Science & Dr. Sadhan Chanda Assistant Professor in Physics as science co-coordinator to look after physical resource in the Lab based subjects.
- Log Books are maintained to record all purchase.
- Stock registers are regularly checked and audited.
- Requisitions are processed through Governing Body following Government rules.
- Librarian and library attendants use KOHA software for automatic stock and date based maintenance and circulation of Books. OPAC facility is available.
- All Books are bar-coded.
- Inlibnet System is available.
- Bills of Laboratory & Library are processed by Accounts Department of the College after being approved by Governing Body & gets Audited.
- Computer and ICT, Smart Class & Virtual class apparatus are maintained through AMC followed by The Principal & The Governing Body.
- Extension Lectures are arranged to cope up with the additional academic requirement.
- There is a Sports sub-committee under agies of Dr. Biswajit Patra Assistant Professor in Education , Subrata Sen, Assistant Professor Education , Dr. Priyanka Dutta Assistant Professor in Education , Biplab Das Assistant Professor in English , Dr. Rimi Roy Assistant Professor in Geography who regularly organize and conduct sports & games related activities in the College & maintain stock there of .

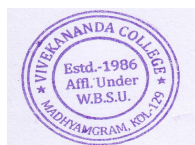
#### **HR (Academic):-**

- The Teachers participated in faculty Development Programme (FDP) , Orientations programme , Refresher Course , Short Course , Summer Camp etc..
- Also staff development programme for Non-Teaching Staffs in Collaboration with Infonetics , Right Brains Computer.

#### **Support Facilities :-**

- Out sourcing without outside agencies with external bodies & expert agencies.
- Some of the class rooms have been modified as ICT enabled class room to prepare students for digital world.
- For the well maintenance of class rooms of the College Authority conducts of the Annual audit of the Infrastructural units .
- Pure Drinking Water supplied for the students and regularly maintain the water cooler machines through AMC.
- Generator and solar lights are properly maintained by the AMC authority.

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