

# Khudiram Bose Central College

71/2A, Bidhan Sarani, Kolkata - 700 006 □ Ph.: 033-2555 7102/3889

President

**Asok Chaudhuri**

Ex-Principal

Maharaja Manindra Chandra College



Principal & Secretary

**Dr. Subir Kumar Dutta**

M.Com., L.L.B., M.Phil, Ph.D., A.I.C.W.A.

Ref No. : .....

Date : .....

#### 4.4. Maintenance of Campus Infrastructure

4.4.2 Procedures and policies for maintaining and utilising physical academic and sports facilities – Laboratory, Library, Sports complex, computers, classrooms etc (Maximum 500 words) Information to be available in Institutional website. Provide link.

The systems and procedures for maintaining and utilising physical academic and sports facilities – Laboratories, Library, Sports complex, computers, classrooms etc. of the college is very well organized and well developed. The college has practiced a decentralized mechanism to maintain the physical, academic and support facilities. In the very beginning of the session the budget of the college for particular financial year is placed in the meeting of the finance committee and budgetary provisions are made for all these facilities. The Governing Body finally approves the budget.

1. Maintenance Academic Facilities: The overall academic requirements regarding books, journals, computers, arrangements for organizing special lectures, seminars, workshops, cultural program m, other departmental activities and all necessary stationary items etc. along with approximate budget are placed by the Departmental Heads and by the conveners of concerned committees in writing to Principal. It should be mentioned that different committees are keeping sync with IQAC and ensures the proper budget. Principal forwards the issues to Governing Body, Finance Committee, purchase committee, or any other relevant committee on the basis of requirements. In that procedure Bursar played a vital role. Tenders are usually called for large scale purchases. Sometimes required goods are also purchased from local vendors according to requirements. Financial rules of the Government are strictly followed for all purchases. Stock register is maintained regularly and properly. Particular office staffs are engaged for the same.

2. Maintenance of physical support facilities: Various committees, subcommittees, constituent units are responsible for the maintenance of physical facilities. The regular cleaning mechanism of the college is very extensive. NSS also takes an active role in the keeping campus clean and green. For any urgent maintenance on the part of electricity, plumbing, lab machinery, computers the office arranges everything according to the demands. The sports committee monitors the equipment's of sports, games and the gymnasium regularly. Students regularly visit the gym. Auditorium is extensively used for the conduct of academic and cultural programme. They are maintained by the support staff. Water purifier and well-maintained canteen is there for the students need. Water purifiers are routinely serviced. The CCTV, and entire WIFI network, various online computerized mechanisms is maintained under annual maintenance contracts. Even antivirus and software are installed and updated at specific intervals. Generator has installed for providing uninterrupted power supply. Security of students is very much important issue for the college. So, the college has appointed a whole-time security staff for providing security to all students.

3. Laboratory facilities: The laboratory equipment is maintained by the concerned departmental staff and office assistant. Computers, digital camera, projector, geographical instruments etc. are maintained by the departments. Departments also maintained a stock register for the same.

4. Library Facilities: The Library committee are responsible for the library facility mechanism. The library committee regularly monitors the list of books. They take decision about buying new books as per allocation of funds and demands of the books provided by the Departmental Heads. The financial decisions regarding purchase of books are taken in the library committee meeting with Principal of the college.

Principal  
Khudiram Bose Central College  
Kolkata-6