



Procedure and policies for maintaining and utilizing Physical, Academic and support facilities, library, sports complex, computers, classrooms etc.



Laboratory, library, sports complex, Class Rooms etc.

Physical Facilities: The College is limited in financial resources. No engineering department is maintained for construction of physical facilities. However, engineering consultation is sought on case to case basis. There is one *College Building Committee* wherein nominee from the state government (Govt. of West Bengal) is also a member. The committee looks after the upkeep and maintenance of existing infrastructure. For minor repair and maintenance of building and allied infrastructure the Principal takes decision in conversation with the internal members of the Building Committee.

For technology related items (like computers, scanners, smart class room, ICT-enabled class rooms and other electronic items) the *Technology Committee* looks after the issue in its first place and if it feels the necessity to call professional service providers and repairers from outside it decides so through committee meetings.

For laboratory related items, the responsibility of maintaining and utilizing is entrusted upon the concerned department in general and the *Head of the Department* in particular. If the department feels the necessity to avail of the services of outside professional/expert then it passes resolution to this effect and placed the resolution for consideration of the Principal. Once, it gets the positive nod from the Office of the Principal it avails the professional services in respect of the departmental laboratory gadgets.

Academic Facilities: **Academic Committee** comprising of all Heads of Departments is entrusted with the maintenance of academic facilities like preparation and timely updation of class-routine, supervising the class holdings as per the routine, supervising the arrangements made by the departments in respect of holding remedial and special/tutorial classes and keeping the academic environment of the College smart and glitches-free. The **Library Sub-committee** is responsible for maintenance and upgradation of library facilities in consultation with the academic committee and Teachers' Council for physical issues and with the Technology Committee in technical issues like regular updation of library data.

Support Facilities: The College is having a **Scholarship Section** headed by one full time teacher and ably supported by three non-teaching staff members to look after the scholarship issues of the students.

The College is having **Canteen Facility** which is providing quality services to students and staff. The rate chart is periodically reviewed and the hygiene condition is supervised on a surprise



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visit basis by the Principal, senior-level teaching & non-teaching staff, students' representatives and the common students who are the chief beneficiaries.

The College is also maintaining one **Hostel Facilities** for boys and **Accommodation Facilities** for the staff members whose resident is far away. There is one **Hostel Superintendent** to look after the day to day affairs.

College is having three big **water purifiers** to cater to the needs of safer drinking water. The servicing is done by competent persons in periodic manner. Breakdown maintenance is done by utilizing expert from the locality.

Maintenance of Class Rooms: Maintenance of Class Room is the subject matter of non-teaching service. The Head Clerk supervises the task of sweeper, electricians and other to make the class room dust-free, well-lit and well-ventilated.

Narajole Raj College