



# NARAJOLE RAJ COLLEGE

(NAAC Accredited 'B' Grade Govt. Aided College)

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## Procedure and Policies for maintaining and utilizing Physical, Academic and Support Facilities, Library, Sports Complex, Computers, Classrooms 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 **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. The Vice Principal takes decision in conversation with the internal members of the Building Committee for minor repair and maintenance of building and allied infrastructure.

The **Technology Sub-Committee** looks after the issue for technology related items (like computers, laptops, scanners, smart class room, ICT-enabled class rooms and other electronic devices) in its first place and if there is a necessity to call professional service providers and repairers from outside, the committee 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 (HoD)** in particular. If the department feels the necessity to avail of the services of external professional/expert or to purchase any laboratory items, then it passes resolution to this effect and places the resolution for consideration of the Vice Principal along with the **Purchase Committee**. Once, it gets the positive nod from the Office of the Vice Principal, then the professional services in respect of the departmental laboratory gadgets are obtained.

- **Academic Facilities:**

**Academic Committee** comprising of all Heads of the 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 Sub-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 a few non-teaching staff members to look after the scholarship issues of the students. In addition, there is one *Students' Credit Card Section* supervised by one full time teaching faculty to give the support related to the Students' Credit Card scheme provided by the state government.

The college is having *Canteen Facility* which provides quality services to students and staff. The rate chart is periodically reviewed and the hygiene condition is supervised on a surprise visit basis by the Vice 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 residence 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 safe and pure drinking water. The servicing is done by competent persons in a periodic manner. Breakdown maintenance is done by utilizing expert from the locality.

Maintenance of the class rooms 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.