



RISHI BANKIM CHANDRA COLLEGE

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4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Our college follows the West Bengal State University guidelines for general policies and procedures regarding utilization and maintenance of infrastructure and facilities. The Governing Body and Teachers Council constitute a number of Committees and Sub-Committees like Centre Committee, Academic Sub-Committee, Gender Sensitisation Sub-Committee, SC/ST/OBC & Minority Cell, Students Welfare and Counselling Cell, Cultural Sub-Committee, Finance Sub-Committee, Technical Sub-Committee, Library Sub-Committee, Sports Sub-Committee, Building Sub-Committee, Tender Sub-Committee and Purchase Sub-Committee that oversee and supervise the utilization and maintenance of the support facilities of the college. The schedule of the utilization of the labs and classrooms are notified through the official time-table of concerned Departments which is put up on the College 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. The Teachers Council of the College nominates joint Conveners of the Library Sub-Committee, along with a few more faculties and Heads/In-charges/Co-ordinators of all departments as members. The Library Sub-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 countersigned by the Heads/In-charges/Co-ordinators of the Departments and Convener of the Library Sub-Committee. Some of the general and reference resources, needed by the library, are purchased by the Librarian in consultation with the members of the Library Sub-Committee. The various rules and regulations for the usage of Library and its resources are 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 review of IT infrastructure and knowledge dissipation is carried out annually. The rules and regulations for the usage of Labs by the students are clearly displayed in the labs. The College provides facilities for the following sports: Kho-kho, Kabaddi, Athletics, Cricket, Football, Volleyball, Table-Tennis and Yoga. The Sports Committee make their calendar annually which includes various inter departmental tournaments, summer and winter camps and the annual sports meet. Maintenance and utilizing physical, academic and sports facilities are important aspect of the internal and external audits. Review of audit assessments and its follow up is initiated.