

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

Tarakeswar Degree College is a prominent college in rural area of Hooghly district of West Bengal. It has more than 4000 students reading in Arts, Science, Commerce stream and in BBA. Its Infrastructure is spread over 3.69 acres of land comprising 4 buildings. 31 departments are running among which 23 are arts departments, 6 science, commerce and BBA departments. College has ample sports facilities with a football ground, Gymnasium and an indoor sports complex. Separate canteen facilities for students are there. Campus is green; also maintained is a medicinal plant garden.

Among the Science departments Chemistry, Physics, Zoology, Botany have 5 labs, department of computer Sc, commerce and geography have computer labs. Honours departments have separate departmental room with desktop, internet connection & projector and almost all departments have their departmental Laptops. College fully utilises its available rooms for teaching learning purpose.

College follows some particular procedures and policies for maintaining Physical, academic and support facilities.

### **Laboratory**

- Laboratories of Science and Geography Departments maintain their stock register for chemical, sample and equipments.
- Computer labs of Computer Sc department, department of commerce and geography are under Supervision of HODs. AMC is there to take care of any problem regarding hardware.
- Maintenance of lab apparatus is done by the company.
- Separate procedure for chemical waste and e waste.

### **IT infrastructure**

IT infrastructures like computers in office and departmental rooms, projectors, copier machines, CCTV are under AMC. Software in college Cash and accounts section and library is maintained through companies appointed for this.

College network system is managed by Net Com. College website is maintained by SUV Pals Infotech. Girish Broadband Service maintains broadband connection.

### **LIBRARY**

- Central Library maintains record of total number of books, journals. Stock verification is done at regular intervals.
- Library keeps a log-book of daily library users.
- Open access for honours students.
- Library uses KOHA software. Lending of books by students is maintained through software. Library clearance is compulsory for the students before final examination.
- Pest control measures are taken.
- Regular cleaning and periodical deep cleaning is done.
- Departments submit list of new books required to the library, after approval from the authority it is sent for purchase.

Renovation of buildings, whenever needed is done by the funds received from State Government, RUSA for this purpose. Furnitures are marked, records kept and if required repaired engaging carpenter.

### **OTHER FACILITIES**

- College maintains water Purifier machines through its vendor.
- Regular maintenance of generator is done by Technocon Services.
- Cleanliness of the toilets is supervised by the Sachh Bharat committee.
- Greenery is maintained by a gardener. NSS and biodiversity club maintain Medicinal Plant garden.
- College canteen is run by a self-help group.

### **POLICY**

Requisition is received from concerned department/ staff for any problem related to repair or maintenance. Then it is discussed in the concerned committee like purchase committee, finance committee. After the decision work is done accordingly.