

2014-15

### **Maintenance and Utilisation of physical, academic and support facilities:**

The Physical Maintenance Committee comprising of teaching and non teaching staff looks after the maintenance of different academic buildings viz. The Main Building, Vidyasagar Bhavan, Chandramukhi Bhavan, Kadambini Bhavan and Pritilata Bhavan. It monitors all the assets of these buildings and reports every discrepancy to PWD Civil or Electric to solve it.

The Physical Maintenance Committee looks after the gardens inside the College Campus with special reference to the Medicinal Plant Garden looked after by the Department of Botany which is eventually maintained by PWD.

**Laboratories** are meant for Practical Classes of the students of UG Departments and 6 PG Departments also. The chemicals, glass goods, instruments, equipments are purchased from the Developmental Grant. The teaching faculty, non teaching staff deployed in individual Departments and also the students participate together in maintenance of the laboratory items. In case of some instruments and equipments AMC is also made with the vendors.

Multifacility Centre for Science and Arts are looked after by PG Departments of Science and Arts respectively.

**Library:** Books and bibliographic softwares as per requirements from different Departments are purchased from DG and thoroughly maintained by the librarian and library staff. The students are also made aware to handle the books carefully and return them on time.

**Field for Sports and Games** present inside the College Campus and also shared by the Bethune School is maintained by PWD whose office is harboured inside the College Campus. A games room has table tennis court and other sports equipments purchased from the Development Grant; students utilise the Sports room. A Badminton Court is present in the College Campus maintained by the College Sports Committee. A Gymnasium exists with some instruments in the campus.

**Drinking Water** is provided by Aquaguard installed in the college which is maintained through AMC with the vendor.

**Computers** are purchased from DG and maintained by WEBEL Electronics which runs a Computer Centre for the college students within the college campus.

**Classrooms** are meant for the theoretical classes of UG and PG students of different Departments maintained daily by Non-teaching staff, sweepers and finally by PWD Civil and Electric.

Adjacent to the College Campus residential Quarters for Group D are there maintained by PWD.

**Solar Power Cells** are maintained at the top of Vidyasagar Building which lightens our campus in the evening since the last 10 years and saves the consumption from Electric Supply Corporation; this is maintained by the Solar Power Committee.

Dedicated Room for the Alumnae Association is present in the College Campus.

**An auditorium** is being built in the College Campus; the work is still under progress.

Purchase is controlled by the Purchase Committee. Funds are distributed among Depts in a meeting with the Principal. Vendors submit quotations after publication of advertisement in a daily newspaper. Quotations are distributed to the Departments in a meeting, Departments compare the quotations, prepare a comparative statement which is signed by Departmental teachers followed by the Principal. Eventually the Departments proceed with the purchase.