



P.N. Das College

Palta, North 24 Parganas

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Maintenance of different facilities

Campus maintenance Campus development Committee and Purchase and Repair Committee are in place.

1. The Electrician cum Caretaker is responsible for maintenance of all Electrical connections and installations. Laboratory Assistant takes care of the laboratory facilities.
2. A gardener has been appointed to maintain the campus garden..
3. Housekeeping staff is appointed to maintain the campus cleanliness.
4. The college engages contractors and workers through proper tender procedure when it needs major maintenance, renovation and repairing of buildings.
5. The institution organizes different awareness programme to keep the campus healthy through strong NSS team.
6. Green audit is conducted annually.
7. Annual Maintenance of important services is purchased.
8. Feedback from students is collected online and action is taken.

Laboratories: Laboratories are well equipped and are run maintaining proper guidelines.

1. Laboratory equipments are checked before each academic session by the Head of the Departments.
2. List of requirement of new equipments, books, maintenance etc. is prepared by the Departments along with
3. The requisition is sent to the Purchase Committee.
4. The items approved by committee are processed for tender.
5. Fire extinguishers are maintained in the laboratory and college buildings.

Computers:

The computer hardware, software and networking are taken care of by computer technician.

Sports facilities:

1. Sports Committee is there for planning and execution of sports related activities. The committee organizes and conduct both institution level and university level competitions.
2. Well equipped gym is maintained and supervised by college appointed staff.
3. Maintenance of college ground is taken care of by the Sports Committee.

Class Room:

1. Housekeeping staff maintain the cleanliness of the class rooms .
2. ICT facilities of the class rooms are supervised by technical staff.
3. Requirement and repairing of class room furniture is monitored by Purchase Committee.

Library:

The Library Committee formulates policies and procedures for efficient use of library.

1. In addition to the Central Library, there are departmental libraries.
2. Requisition for books is collected from the departments heads and forwarded to the Purchase Committee.
3. Library software (KOHA) is maintained through AMC.
4. Maintenance of existing books, question papers etc. are taken care of by the library staff.
5. Pest control is conducted every year.