



Bagnan College Bagnan, Howrah

Procedures and policies for maintaining and utilizing physical, academic and support facilities— Laboratory, Library, Sports complex, Computers, Classrooms etc.

The College authority takes proper and regular care for maintaining the physical, academic and support facilities with respect to laboratories, library/knowledge resource centre, games and sports, computers with Internet facilities, classrooms etc., in order to maintain and utilize the existing physical, academic and support facilities the College authority allocates necessary financial resources mainly from College funds. The College authority takes care to ensure proper utilization of funds sanctioned / granted for the purpose of physical, academic and support facilities. For the purpose, apart from the meetings of the Governing Body, regular meetings of Finance Committee, Building Committee, Purchase Committee, Academic Sub-Committee, Library Sub-Committee, Games and Sports etc. are held to consider the requisitions and requirements of different Departments regarding maintenance of the facilities and utilization of the funds. It is mentioned that funds received, if any, from the UGC/State Government are utilised for which the funds are granted/sanctioned. Further, the College has a decentralized and participative mechanism for maintenance of physical, academic and other support facilities. For the purpose the Governing Body/Principal appoints different Sub-Committees like Finance Committee, Building Committee, Purchase Committee, Academic Sub-Committee, Library Sub-Committee, Games and Sports etc. There are budgetary provisions for the maintenance of all these facilities. The Bursar and Principal jointly prepare a financial Budget every financial year where necessary budgetary allocation is made for maintenance of such physical, academic and support facilities in the College. The draft budget places in the meetings of the Governing Body and / or Finance Sub-Committee for necessary approval. The procedures and policies for maintaining and utilizing physical, academic and support facilities are summed up as follows:

Physical Facilities: The physical facilities of the College include land and building, playground, furniture and fixture, class rooms, toilets, water supply and drinking water facilities, electricity and generator facilities, common rooms, canteen, games and sports facilities etc. All these infrastructure and physical facilities are provided by the College with necessary budgetary allocation and/or expenses. The concerned sub-committees like Finance Committee, Building Committee, Purchase Committee, Library Sub-Committee, Games and Sports etc. take decision and look after the facilities on regular basis. The College has one Electrician-cum-Caretaker, one Generator-cum-Pump Operator, one Gardener to look after the concerned physical facilities of the College.

Academic Facilities: The academic facilities include academic calendar, library/knowledge resource centre facilities, digital library facilities, departmental library facilities, laboratory facilities, computer with internet facilities, ICT enabled class room facilities, projector facilities, etc. For all academic requirements the Shift-In-Charge/Shift-Supervisors/HODs of respective departments generally place their requisitions/demands to the Principal for necessary action. After placing the requisition in the meetings of different concerned sub-committees and/or meeting of the Governing Body necessary actions are taken by the Principal.



Classrooms Facilities– The College has a Building committee for maintenance and upkeep of infrastructure. The college puts priority on improvement of existing infrastructure as some parts of the college building is over 60 years old. The repair and maintenance are done on a regular basis. The college development fund is utilized for maintenance and repairing of class room furniture, other furniture and electrical equipment as required. With the help of full-time sweepers; cleanliness of class rooms, corridors, toilets and college campus is maintained. Temporary labourers are also hired from time to time to maintain the college compound, especially to clean the shrubs and over growths after the rainy season. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity of class rooms and alerted regarding wastage of water. To keep the environment clean, measures are taken to reduce the use of plastics and to prohibit smoking in the college premises.

Laboratory Facilities – The laboratory facilities are provided to the students of all practical based departments in order to learn and complete the programme / course curriculum. The records of all the departments are maintained by the lab assistants/ laboratory instructors and other support staff and supervised by HODs of the concerned departments. The repairing and maintenance of sophisticated laboratory equipment / instruments or machineries are done by the technicians of related listed suppliers or agencies or vendors who supply the instruments as and when required. As regards maintenance of all science laboratories like Chemistry, Botany, Zoology, Food and Nutrition, Physics, etc. the students are sensitized regarding the cleanliness and proper waste disposals. It is mentioned that from the Academic Session 2018-2019 the CBCS-cum-Semester system was introduced for B.Sc. courses by the University of Calcutta. Accordingly, all the laboratories under Science departments have been refurbished and new set-ups/instruments have been purchased for most of the Science departments of the College. After introduction of NEP 2020 the University of Calcutta introduced the Curriculum and Credit Framework (CCF) for all programmes including the science stream. The College has implemented the said CCF model for all Programmes. The laboratories of the Science departments have been refurbished to accommodate the laboratories as per the new model.

Library /Knowledge Resource Facilities – The provide necessary library facilities to the users mainly to the students and teaching faculties the Shift-In-Charge/Shift-Supervisors/HODs of respective departments place their requisitions / requirements (book-lists) as per the decision in the meeting of the Library Sub-Committee. The requisition / book lists collected by the Librarians / Principal are submitted to the Library Committee and Finance Sub-Committee for necessary approval and granting of funds for purchase of books, subscription of journals etc. it is mentioned that from the Academic Session 2018-2019 the CBCS-cum-Semester system was introduced for B.A., B.Sc. courses and from Academic Session 2017-2018 the CBCS B.Com. course was introduced. In order to provide Library and Book facilities new books have been purchased for all the departments of the College for the interest of the students and the teaching faculties. The Academic departments submitted the requisition /book lists required according to the newly introduced CBCS syllabus. The finalized list of required books was duly approved by the Library Committee/ Finance Sub-Committee/Principal/ Governing Body. The Register of visitors like Students Register, Teachers/ Faculty Registers is maintained on a daily basis to record the footfalls. The other necessary registers are maintained in the Library namely, Accession Register, Reading Register, Lending Register, Library Committee Meeting Book, Student and Faculty Notice Book, Library Exposure Visit Book, Library Induction/Orientation Programme Book and other necessary files etc. The reading rooms and adjacent area are maintained regularly and the students are sensitized to keep it clean and to maintain silence while using the library. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are resolved by the Library Committee. To ensure return of books, 'no dues' certification from the library is mandatory for students at the time of filling up the University Examination Forms to appear in the semester-end examinations conducted by the University. For Library books, physical stock taking is made to maintain the quality and quantity of books every year. Recently, the Library has introduced Koha Library Software (ILMS) as well as a Digital Library through D-space in the interest of the users. This apart, the Library in the every Academic Session organizes Library Induction/Orientation



Programme for newly enrolled students in the College. The Library also takes active participation in the Exposure Visit of the School students organized by the College. In order to oversee the entire works of the Library two full time Librarians have been appointed by the College as per the recommendation of the WBCSC. The Library also has some support staff to look after the Library and serve the users.

Computers Facilities– The College provides computer facilities to the students and staff of the College for academic purpose. The computers, printers, photo-copiers are maintained regularly through AMC and/or service outsourced from suppliers as and when payment basis. As from Academic Session 2018-2019 CBCS-cum-Semester system has been introduced and under the NEP 2020, CCF system, all types of final marks for each semester-end examination have to be uploaded online by the teachers of the College. This massive change in examination pattern increased the utilization of computers, printers and necessary accessories to a great extent. Further, the teaching faculties take ICT based classes with the help of computers and internet facilities. The Department of Computer Science conducts both theoretical and practical classes in well-equipped laboratories featuring ICT facilities, including branded PCs, printers, projector and internet/Wi-Fi access. This ensures students have essential resources and stay updated. Integration of ICT tools enhances learning, with projectors improving teaching quality. Internet access facilitates immediate information retrieval, and LAN connectivity enables data sharing among students. The department prioritizes independent learning by providing quality reading material and offers modern amenities like projectors, audio-visual systems, and air-conditioned computer labs, including cubicles for theoretical classes. The Commerce and several other departments also provide classes with the help of computer facilities.

IT and other Infrastructures: The College provides necessary IT and IT related infrastructural facilities for effective teaching and learning process in order to implement the NEP 2020 CCF 2022 model of the University of Calcutta. The College purchased necessary IT items and IT related and other items. For the maintenance of computers, printers, servers, UPS, Air conditioners, CCTV Network, Water purifiers, Napkin Vending Machines, etc. are outsourced for the maintenance and smooth functioning of the items/equipments. In this connection the College makes AMC with the vendors in most cases.

Games and Sports Facilities– Since inception the College encourages the students for active participation in Games and Sports organized by the College and the University of Calcutta. For games and Sports there is budgetary provision every year in the annual budget of the College. The games and sports sub Committee organizes meetings time to time to organize and / or participate in the Games and Sports by the Students in the College and University Games and Sports . Regarding the purchase and maintenance of games and sports items/ equipments; carom boards, volley balls, footballs, cricket equipment etc., the Games and Sports sub-committee takes necessary decision and submits the requisition to the Principal. The College students demanded a play ground since long. Recently the College authority make it possible to develop a big play ground of the College on his own land .The College organizes annual Games and Sports (indoor and Outdoor) every year and grants necessary funds for the purpose. Teaching and Non- teaching Staff of the College also take active participation in the annual Games and Sports of the College. For Games and Sports there is provision for offering prizes for the best performance.

Gymnasium Facilities: The College also provides Gymnasium facilities for all the students of all the shifts (Day, Morning and Evening) with various modern machineries/ accessories.


Common Room Facility – The College gives due importance to provide common room facilities to the Students both for girls and boys. There are two separate common rooms for girls and boys. The Girls common room has necessary facilities like Drinking water, First Aid and Sick-room facility, adequate seating accommodation; Napkin Vending machine, Wash Basin with mirror, lighting and fan, Carom Board facilities etc. The Boys common room has necessary facilities like Drinking water, First Aid and Sick-room facility, adequate seating accommodation; washing Basin with mirror, lighting and fan, carom



Board facilities etc. The maintenance of the common rooms including the Sick-room is operated / monitored by the members of the Common Room Sub-committee at regular interval.

Campus Cleaning: The College authority takes proper measures at regular interval for timely cleaning of the College campus, classrooms, laboratories, canteen, toilets, common rooms, drains, play ground, gardens, etc. The College has one permanent gardener for maintaining the greenery of the campus. The Care taker and other sweeping staff serve for cleanliness of the Campus. To keep the campus clean the College authority engages huge number of daily labourers who are paid from the College fund for regular cleaning of the campus. To enrich the campus greenery tree plantation is a regular practice. The College has three NSS Units. The NSS Volunteers and NSS Programme Officers of all the NSS Units take active part in the campus cleaning and tree plantation programmes, time to time.




Principal
Bagnan College, Bagnan, Howrah