



**Bagnan College  
Bagnan, Howrah**

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

To maintain and utilize the existing physical, academic and support facilities; the college allocates financial resources optimally and judicially. The college takes care to ensure proper utilization of funds. Regular meetings are held with respective committees to find out the requirements of different Departments regarding maintenance of the facilities.

Laboratory – Record of maintenance account is maintained by the lab assistants and supervised by HODs of the concerned departments. The repairing and maintenance of sophisticated laboratory equipment are done by the technicians of related supplier enterprises as and when required. Regarding maintenance of Bio-science laboratories, the students are sensitized regarding the cleanliness and proper waste disposals. As from academic session 2018-2019 CBCS-cum-Semester system has been introduced for B.Sc. courses by the University of Calcutta, 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. The maintenance and utilization of laboratories needed special care for introduction of CBCS system.

Library – The requirements (book-lists) are taken from all the departments and HODs are involved in the process. The lists are submitted to the Library committee. As from academic session 2018-2019 CBCS-cum-Semester system has been introduced for B.A., B.Sc. courses and from academic session 2017-2018 for B.Com. course; new books have been purchased for all the Academic departments of the college. The Academic departments supplied the lists of books required according to the newly introduced CBCS syllabus. The finalized list of required books is duly approved and signed by the Principal. The proper account of visitors, comprising of students and staff, is maintained on a daily basis. The reading rooms and adjacent area are maintained regularly and the students are sensitized to keep it clean and to maintain silence. 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 forms to appear in the semester-end examinations conducted by the University.

Sports – Regarding the maintenance of sports equipment; carom boards, volley balls, footballs, cricket equipment etc., the Sports sub-committee takes necessary actions and submits the requisition to the Principal and purchase is done according to the approval of the Principal.



Computers – Computers, Printers, Photo-copiers are maintained regularly through AMC and non-repairable systems are stored aside and are disposed of in due time. As from academic session 2018-2019 CBCS-cum-Semester system has been introduced and under the new 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. Thus, the computer maintenance needed more resources and timely execution.

Classrooms – 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.

Common Room facility – The college also gives importance to enhance common room facilities for both the girls and boys. There are two separate common rooms for girls and boys. Sick-room facility is also available in the college. The maintenance of the common rooms and sick-room is guided by the members of the Common Room committee at regular interval.

  
Principal  
Bagnan College, Bagnan, Howrah

