



# RABINDRA MAHAVIDYALAYA

Affiliated to the University of Burdwan  
Champadanga :: Hooghly :: West Bengal :: Pin. 712401  
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Estd. : 1971

Ref. No.....

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**4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The College has established system and procedure for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc. The policy details are as follows:

**Laboratory:** The Principal issues notice for annual requisitions from the different departments. The IQAC co-coordinator receives requisition from the different departments, cells, library and accordingly, the estimated costs are computed and the same is placed before the Bursar for budget preparation and then these are adjudicated in the financial committee meeting. Once the budget allocation is recommended by the Finance Committee with revision and/or modification, if any, the same is sanctioned by the Governing Body of the College. Then, the purchase sub-committee follows purchase procedures to acquire the necessary goods and/or services or both. On receipt of the goods and services, the laboratory based departments those generally incur large recurring expenses viz., Physics, Chemistry, Zoology, Botany, and Geography etc. maintain their departmental stock registers for both the recurring and non-recurring receipts of the goods and services. The books of stock registers of the other departments are maintained by the College Office itself both for their infrequent consumable goods and capital assets.

**Library:** In continuation of the established system and procedure for digital book lending, the central library has followed its regular maintenances and upkeeps of the library books. The library sub-committee and academic sub-committee work together towards formulization of modernization of the library facilities. The funds collected as library fees are utilized for the Library department that includes maintenance of books, book binding, purchase of newspaper, journals and periodicals, purchase of Books and computers and printers and subscription to external institutions and libraries. The library sub-committee works with IT sub-committee to short-out the needs of the IT infrastructure in the library and therefore, set-up fully Wi-Fi enabled book lending facilities in the library for the students and teachers where the library users can avail those facilities from their mobiles also.

**Sports Complex:** The Physical education department looks into the different aspects of the sports facilities. The IQAC proposes financial provisions for proper maintenances and upkeep of the College play ground, sports and gymnasium equipments at times of preparation of the College budget. The sports sub-committee is entrusted for conducting the College annual sports and district sports. The sports staffs in the physical education department takes care the regular upkeeps of the equipments.

**Computers:** The College has provided one or more stand-alone desktop/laptop computer systems to the each of the humanities vis-à-vis science departments, most engaging cells and sub-committees, the central library, science and commerce laboratories and the College office in general besides the availability of their required furniture and fixtures. The IT sub-committee has formulated a policy to get requisition for a need-based procedure towards providing Wi-Fi facilities to all sub-committees, cells, and departments during the College hours where as it has successfully covered the library department with Wi-Fi facilities for the teachers and students in general.

**Classroom:** The College does not have adequate classrooms to cope up with the existing CBCS Course curriculum and the College authority has been in continuous efforts toward constructing new buildings. In this endeavor, the College has already converted it's the ground floor of the existing Women's hostel into classrooms due to non-availability of students to stay in the hostel. The Principal of the College has initiated the process for construction of new buildings and speeded up the vetting process for sanctioning the construction plans towards getting additional classes in the 1<sup>st</sup> Floor of the Women's Hostel. Governing Body of the College has followed necessary formalities in proving required clearances for the same.

  
Principal  
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