



RABINDRA MAHAVIDYALAYA

Affiliated to the University of Burdwan
Champadanga, Hooghly, West Bengal, Pin.-712401



Estd.- 1971

Ref. No.....

Academic Year: 2016 – 2017

Date.....

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Laboratory: The policy of the college authority is to request the laboratory based departmental heads to place the requisition for their respective laboratory to the Bursar prior to the financial year. The Laboratory expenditure are broadly divided into two categories according to the nature of cost-capital expenditure for purchase of Equipments and assets which will last for more than one year and revenue expenditure called recurring expenses to run the experiments in the laboratories like chemicals, topo sheets etc. The Bursar allocates fund available for the financial year to all the laboratory based departments. The department HODs meets together and allocates the total available funds amongst each department depending on the priority needs. The financial requisition is submitted to the Bursar for incorporating the expenditure in the financial budget of the relevant year. Following the recommendations of Finance Committee the budgeted amount is placed before the Governing Body for approval which is then placed to the Purchase Committee who arranges for tenders and related procedures depending on the norms specified by the Government. The items are procured by the Principal's Office and dispatched to the respective departments after proper documentation and verification.



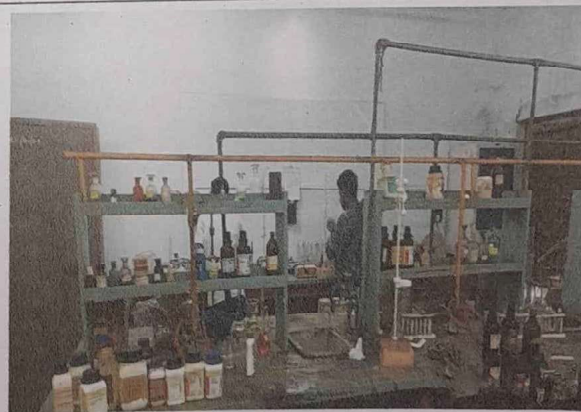
Department of Zoology

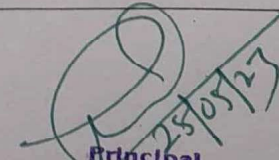


Department of Microbiology



Department of Chemistry




Principal
Rabindra Mahavidyalaya
Champadanga - Hooghly



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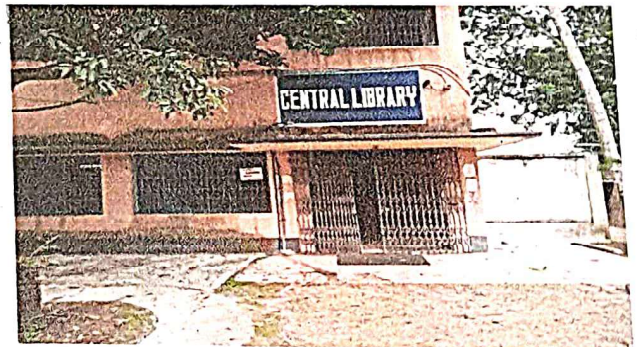
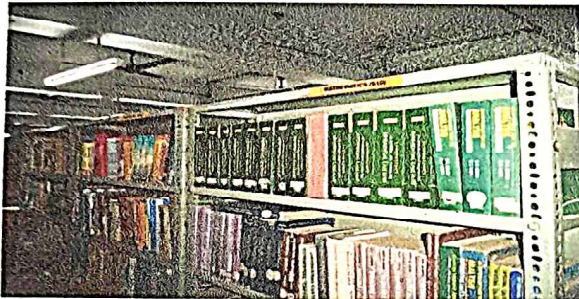
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Library: Prior to the commencement of a financial year the library sub Committee meets with the Principal and teacher representatives of all the departments and decides about the development of the library in the ensuing financial year. The requisition of books, journals, periodicals and e-learning facilities are placed to the subcommittee along with the estimated cost. The estimated cost is placed to the Bursar's office for consideration in the upcoming financial budget. The funds collected from the students as library fees are fully utilized for the development of library such as for the purchase of books and allied. Following the preparation of budget, it is placed before the finance Committee for recommendation which is then passed on to the Purchase committee after receiving approval from Governing Body. The purchased items are received by the Principal's office.



Sports complex: The college has its own eleven sided football ground, basket ball ground, a badminton court and a multigym centre within the college campus. The policy of college authority is to encourage all the students to participate in games, sports and tournaments organized by the Universities and the state Government. Annual sports and games are held by the department of physical education. Prior to the financial year the head of the department of physical education meets the principle and barsar to determine the course of action for the ensuring academic session 2017-2018. The funds are allocated for organizing the events, maintenance of sports equipment and their replacement which are incorporated in the financial budget for 2017-2018 gets its recommendation by the finance committee and sanctioned by the governing body. In the academic session 2016-2017 the college authority with the department of physical education organized district college athletic meet and football championship 2017 in the college campus which incurred an expenditure amounting to Rs. 32470 while balance expenditure was reimbursed by the state government. The budget allocation for organizing the sports event within the college was 100000, including maintenance and the actual expenses amounted to Rs. 95236 for games and sports and gymnasium expenses amounted to Rs. 21520.


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Computers: The college authority is trying to procure the computers for digitizing the work and implementation of Enterprise Resource Planning (ERP) for better management of the college. The accounts of the colleges are maintained with the help of CAMS-MSS software and the online admission is carried out by hiring the software facility for some days during the time of admission process. The need of more computers and laptops is felt in the day to day work of the college. For the financial year 2016 2017 the budget allocation for purpose of computers and its maintenance was Rs. 50,000 but the same amount was utilized towards maintenance expenses and no addition could be made towards its procurement.


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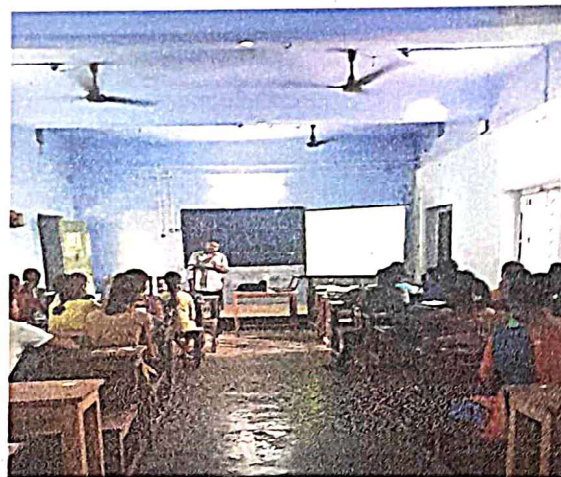
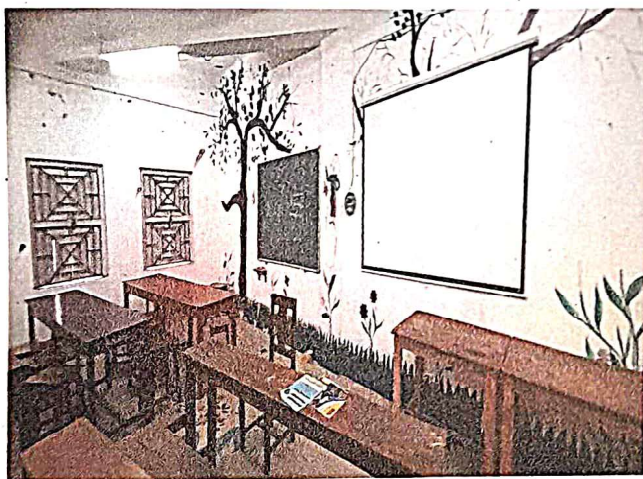
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Classrooms: In the academic session 2016-2017 the number of classrooms wears sufficient to accommodate the students under 1+1+1 system. But the college authority plans for more classrooms with sufficient desks, chairs, glass boards and ICT enabled lecture rooms as the CBCS is likely to commence from the next session of 2017- 2018. Accordingly the budget allocation of Rs. 2,00,000/- was made towards furniture and fixtures specially for the classrooms and the amount was fully utilized for the same purpose. Some plywood partitions were also made to increase the number of classrooms.




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