# Bajkul Milani Mahavidyalaya

**[Govt. Sponsored]**

**Estd. – 1964**

**P.O.-Kismat Bajkul●Dist.-Purba Medinipur●Pin Code-721655**

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

The primary responsibility of the College for developing the College infrastructure lies within the Governing Body of the College. Under its direction the College Administration avails funds from the University Grants Commission and other Agencies by which the necessary developmental works are done. In terms of the College Library, books are arranged in simple but systematic manner to help the user locate the books easily. Information regarding the arrival of new resources are circulated to all the departments and also posted on the notice board in the Central Library as part of the Current Awareness Service. In order to provide speedy and efficient service, library cards are issued to the students. Periodic upgradation of books and journals are done according to the needs of the students and faculties of various departments. Recognizing the importance of IT as a complementary process in education the College is committed to upgrading its IT infrastructure and associated facilities on a regular basis. The purchase of hardware and upgradation of software is need based. The College administration in coordination with the ICT Committee makes plans and decides on strategies regarding this matter. Students of our college get various facilities like laboratories, classrooms, library and computers. Also they are allowed to use vast play ground, cycle stand, beautiful pond, drinking water etc free of cost.

## Procedures and policies for maintaining and utilizing laboratory

**Laboratory:**

1. Laboratory assistants of each lab based department maintain a stock register to keep track of instruments and accessories of that department.
2. Instruments are checked periodically by lab attendant with guidance from teachers to keep them ready for experiments.
3. Upagraded and newly required instruments or equipments as per curriculum enrichment/ upgradation by university are provided to the departments in accordance with their needs and demands. Here, Lab committee plays a vital role to maintain the matter

## Procedures and policies for maintaining and utilizing classrooms

**Classrooms:**

1. The college has a different committee for maintaining class rooms. At the beginning of the academic session, the HOD submits proposal to the principal as per requirement of classroom and furniture.
2. New classrooms were added for increasing number of students. Also departmental rooms

were provided to the departments which were earlier housed in the common staff room.

3. The existing seminar hall was decorated and renamed as Vivekananda seminar hall.
4. 6 new LCD facilities classroom are fitted in this year to convert more smart class room.
5. Regular cleaning of classroom is done by the sweeping staffs.

## Procedures and policies for maintaining and utilizing library

**Library:**

1. The requirements and list of books is taken from the HOD of the concern department at the beginning of the session.
2. In the library books are available for both U.G and P.G courses.
3. The librarian is the head of library and he is supported by assistant librarian and support staff.
4. The reading places in the library are available for both students as well as teacher. The library staffs help the students for searching and leading off the books in the library.
5. Around 36 thousand text books, almost 3.5 thousands reference books and 28 journals are available in the central library.
6. Also every department has established a departmental library to encourage reading habits of the students and teachers. Books are borrowed by the students from their respective departmental libraries as well.

## Procedures and policies for maintaining and utilizing computers

**Computers:**

1. Every department has got computers to meet their official requirements.
2. The computers are maintained in the institution by the computer sub-committee of the college. The committee has appointed a higher electrical technician for maintaining various problem such as hardware, software and equipments network with internet connectivity etc.
3. Aidnifotech Software is used for digitally maintaining faculty and students details.
4. BSNL Broadband connection is provided in the computers.

## Procedures and policies for maintaining and utilizing sports facilities

**Sports Facilities:**

1. Various sports competitions in the college level are organized in every academic session by the students union/ council and an attended in great numbers by both the students as well as the teachers.
2. Existing indoor sports facility, different play courts, gymnasium, playground and various types of instruments, equipments and items are systematically maintained by the Departments of Physical Education and NCC of the college.

**There are different sub-committees like building committee, laboratory sub-committee etc to look after these facilities.**

**Major Responsible Committees/ Sub-Committees for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

| Governing Body (GB): The Supreme Authority | |
|---|---|
| IQAC | UGC Grant Expenditure Sub-committee |
| Finance Committee | Purchase Sub-committee |
| NAAC Sub-committee | Teachers' Council |
| Academic committee | Students' Union/ Council |
| Building sub-committee | Sports and Games committee |
| Library committee | Technical Sub-committee |
| Laboratory Sub-committee | Campus Development Sub-committee |
| Fact-Findings Sub-committee | Website Design Sub-committee |
| Canteen Sub-committee | Students' Common Room Sub-committee |