



# RABINDRA MAHAVIDYALAYA



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

Estd.- 1971

Ref. No.....

Academic Year: 2017 – 2018

Date.....

## 4.4.2. Procedure and Policies for Maintaining and Utilizing Physical Academic and Support facilities:

**Laboratory:** Prior to the commencement of the financial year the IQAC coordinator of the college collects the requisitions of all laboratory based departments for the coming academic session 2017-18. According to the availability of total funds, the departmental heads of the science streams meet to apportion the funds amongst their departments according to their priority and requirements, finally, the amount of funds allocated to respective departments and laboratories, and letter, it is recommended by the finance committee and accordingly, the same is sanctioned by the governing body.

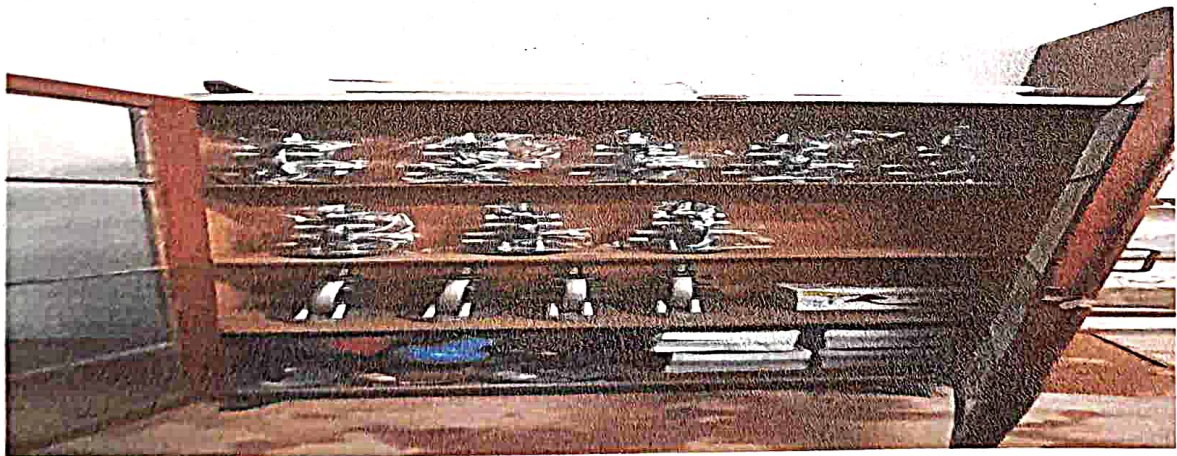
**Library:** The Policy of the College authority is to enrich the Central Library of the college with new books as per the New CBCS curriculum. The College authority also desires to create a digital-based book lending and accepting technology and to maintain the existing books by proper maintenance and upkeep. Accordingly, the Library sub-committee and Finance sub-committee work together to build up a well equipped library facility to its stakeholders. The budget allocations are made towards entry of all books in the computer system, books are purchased, computers and printers are provided and cleaning, dusting and disinfecting process are carried out during the year.



*Department of Zoology*



*Department of Microbiology*



*Department of Zoology*

  
Principal  
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**Sports Complex:** The IQAC of the College is making provisions in the financial budget through the Bursar and Finance Committee for proper maintenance and upkeep of the play-grounds and sports and gymnasium equipments throughout the academic session. Routine activities such as college sports, inter-departments football and cricket tournaments, College sports, badminton championship and participation in Inter College and District Level athletics meet. During the session 2017-18, an amount of Rs. 62320/- has been spent for the development of games and sports.



  
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**Computers:** The College authority is aware about equipping each and every department, cell, library and laboratories with adequate number of computers and laptops. The departments, which are solely allotted with classrooms and staff rooms and departmental library and laboratory, they are provided with computer sets along with proper arrangements of furniture and fixtures. In each year, budget allocations are made for purchase of computers, printer, ancillary, furniture and fixtures for the departments on a need basis. The humanities departments are provided with laptops as they do not have any fixed departmental space in the College. In the academic session 2017-2018, a budget provision was made for Rs. 1,50,000/- and the actual expenditure amounted to Rs. 2,51,614/- towards computers purchase, maintenance and internet facility.



**Class Rooms:** The classrooms are not sufficient in numbers as per requirements under CBCS curriculum. The IQAC, Teacher-in-charge and Bursar tried to increase the number of classrooms by installing ply-board partitions so as to accommodate the students. In this context, the College authority, trying its best to increase the number of classrooms by completing and making shift the Principals chamber, administrative office and Teachers' room and the work of such shifting is in progress. For this reason, budget provisions are made on a year-on-year basis to complete the construction and put it for use.



  
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