

K. K. Das College

GRH - 17, Baishnabghata - Patuli

Kolkata - 700084

West Bengal

India



4.4.2

Additional Documents

Systems and procedures for maintaining and utilizing physical, academic and support facilities on the website :

There is a systematic procedure for maintenance of physical and academic Infrastructure.. Purchase requirement of any matter is placed before the Principal. If the amount is less than Rs.20000/- (Rs. Twenty thousand) Principal can purchase taking at least three quotations or directly from the market.

If the amount is more, then the Finance committee resolves the matter of purchase and the purchase committee decides the method of purchase, following Govt. rule.

Books of Library purchase after getting requisition from the departments and from the listed vendor with a highest rate of commission rebate upto 20%.

Physical infrastructure is maintained by two or three local workers on labor contract basis or fully contract basis following the Govt. rule.

Computers are maintained by two reliable persons. Banded laptop or computer are purchased directly from dealers.

All the water purifiers are well maintained through AMC.

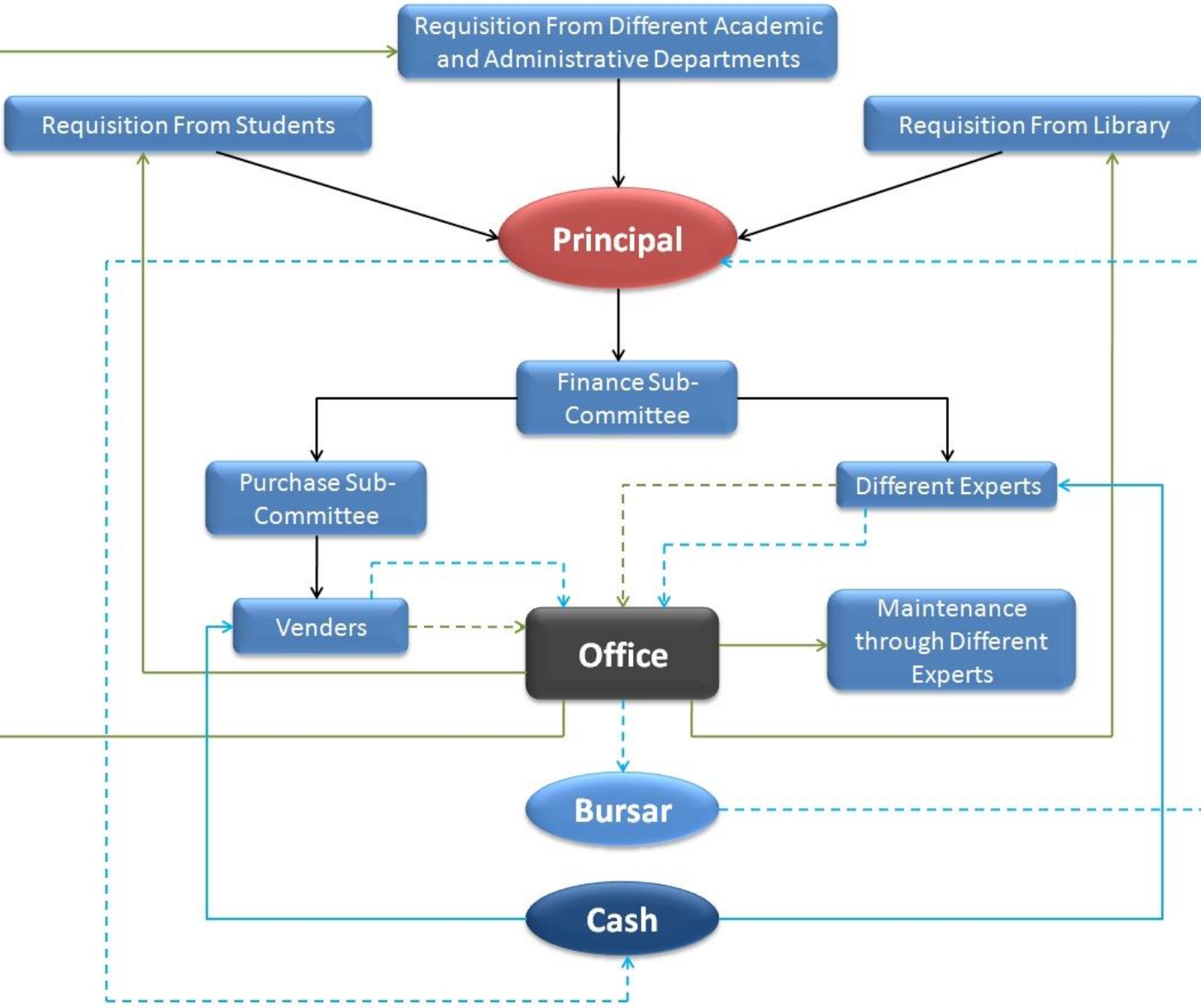
Fire extinguishers are timely refilled.

Class rooms are well maintained by sweeper/ cleaners.

CESC company provides electricity in college. Electricity maintenance is done by authorized persons/ company. Generators, Water Pumps, Air Conditioners are checked regularly. Photocopy Machines are under AMC.

Maintenance and repairing of Civil work, Plumbing, Furniture etc are done by the skilled persons.

Work Flow Diagram



Requisition Flow	→
Required Article Inflow to College	- - - - ->
Articles Distribution Flow	→
Flow of Bills	- - - - ->
Disbursement Flow	→