

# **K. K. Das College**

GRH – 17, Baishnabghata – Patuli

Kolkata – 700084

West Bengal

India



**Procedures and Policies for Maintaining and  
Utilizing Physical, Academic and Support  
Facilities**

There is a systematic procedure for the purchase as well as maintenance of equipments and infrastructure in our college. Proposal is submitted by HODS to the Principal. The Principal then submits the proposal to the Finance Committee. After the approval of the Finance Committee, the proposal is forwarded to the Purchase Committee for further action.

**Library:** The requirement of books is taken from the departments, and then these lists are checked by the Librarian. The final list of books is duly approved and signed by the Principal. The order is then placed to the vendors for the delivery of books. Journals are also recommended by teachers and the final list of journals is approved by the Library Committee. Newspapers and magazines are also purchased from our college fund. Library conducts Orientation Programme for the first year students. Students are motivated to take membership of library and to register themselves for NLIST facility. Users' footfall is maintained in a register. Library cards are issued to the users for the issue, return and renewal of books. Library has Online Public Access Catalogue (OPAC) which helps users to find out any document easily. Regular dusting and cleaning is done by the library staff. The library books which are in damaged condition are sent for binding. Binding is done by external agencies.

**Sports Complex:** The College provides facilities for indoor games like table tennis, carom, chess, etc. The College has no playground in its possession; however the college has cricket, football and rowing teams which participate at University level championships. For regular practice, local clubs extend their support.

**Computers:** There are two computer labs at the ground floor of our college. There are also computer systems in the Principal's Room, office, library, Teachers' Room, IQAC room and in some classrooms. Computers are maintained by the respective company up to warranty period and after the warranty period computers are maintained by the College with the help of trained technicians. Non repairable computers are disposed off. All the computers are connected by LAN and have internet connection.

**Classrooms:** There are 13 classrooms including one Smart classroom and 4 class rooms with projectors and Wi-Fi facility.

**Drinking water:** All the water purifiers are well maintained. The quality of drinking water is tested regularly. Overhead water tanks are cleaned regularly. Two water cooler dispensers have been installed.

**Fire extinguishers:** Staff were given training about how to operate fire extinguishers. The fire extinguishers are refilled timely.

**Sweeping and Security:** College outsourced authorised sweeping agency to keep the college clean and Security agency for the security purpose of the College.

Maintenance and repairing of civil work, Plumbing, Furniture etc are done skilled technicians.

**Electricity:** CESC Company provides electricity to the college. Electricity charges are borne from the college fund. Electricity maintenance is done by authorised persons/ company.

Generators, Water Pumps, Air Conditioners are checked regularly. Photocopy Machines are under AMC.