

AQAR(2018-19)

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*)

The college tries to mobilise its resources to maintain and utilise the existing available facilities. Running within premises hosting three institutions, the college has to share some infrastructural facilities with two other institutions. Hence, policies and procedures are framed keeping in view those aspects which are outlined below:

Laboratory:

Since the college caters to exclusively commerce-related studies, there is no laboratory. However, there is a computer laboratory to address IT-related classes and host IT practical tests.

Library:

The college library is run and maintained on the basis of some policies and procedures chalked out by the Library Committee and endorsed by the administration. Accordingly, full responsibility is given to the two librarians to utilise the resources available and to cater to the over-all academic betterment of the college. At the physical level, text books and reference journals on the basis of the recommendations made by teachers are provided to students who can study and borrow books on the basis of their availability. Digital content subscription is made to NLIST and NDL, but an institutional repository which has been in place is going for an overhaul. Lending priority to automation, the library follows some basic methods for the development of the library like the closed library system for user-access, the Dewy Decimal Classification System (23rd Edition) for classification of books and AACR-2 for cataloguing of books. At an infrastructural level, Bar-coding, Fumigation Chamber and Digital Display Board are utilised on the basis of recommendations given by the Library Committee and approved by the college administration. Decisions on all developmental work are taken after tapping the financial resources and fathoming market rates. Policy-making and procedural implementation in the development of the library is a continuous process which depends a lot on student demands and feedback.

Sports Complex:

The college does not have any sports complex. All outdoor activities are conducted at the Calcutta University ground and indoor activities are conducted at the Common Room for students.

Computers:

All the academic and administrative activities of the college are computer-based and maintenance of all the contrivances follows a policy devised at the beginning of every session. The policy involves a demand-driven procedure and the college goes for branded products procured from dealers of repute against quotations. Maintenance is provided in-house while repair work is deputed to professional organisations. A revamping process takes place periodically, and installations and changes, if any, are done after a thorough survey by and recommendation of the administration.

Classrooms:

The college has 21 rooms in all including an ICT-enabled room and excluding the computer laboratory. The infrastructural framework of the rooms includes maintenance of the furniture, electrical devices and computers (wherever necessary) which is done in-house on the basis of discussions and confabulations at different levels (which include Building and Accommodation committees comprising members of all three institutions housed in the college building). The maintenance of the ICT-enabled room and its periodical revamping is done by the college with the help of agencies, suppliers and firms under contract.