

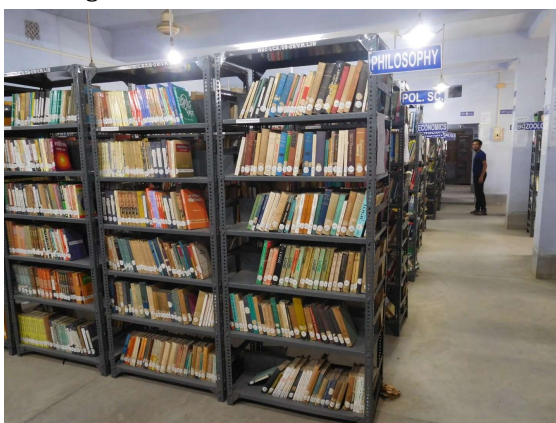
Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Civil, Electrical, Carpentry, and Plumbing Systems and Procedures for Physical Facility Maintenance: A general Department of Construction and Maintenance has been established to handle the regular maintenance of the Physical Infrastructure, which comprises Civil, Electrical, Carpentry, and Plumbing. Civil contractors are hired to do the necessary building and maintenance work time to time. Local carpenters are in charge of preserving the woodwork on campus as well as any fabrication work that may be required. There is only one electrician on campus for electrical maintenance. Oftentimes local plumbers have also been hired for plumbing work. The Physical Infrastructure of the campus is reviewed on a regular basis by the Principal, GB teaching/non-teaching representatives, and the Bursar. Students' representatives from students union look after the Physical Infrastructure on a regular basis and report to the Principal. The principal, along with representatives from GB, go to the location and take prompt action. If the authority believes that an expert's intervention is required, they contact local Expert Engineers. A computer expert is hired to repair and maintain computers in colleges, wi-fi, and other places. The maintenance of the campus's green and clean environment is handled by a non-teaching staff/NCC/NSS. The Gardeners have been assigned to aid the upkeep of the campus's greenery. Sweepers and Cleaners have been assigned to keep the campus clean on a regular basis.

Facilities:

LIBRARY & INFORMATION CENTER:

The Library, Central Library, Vivekananda Mahavidyalaya, Burdwan is situated at the 1st floor of the Library Building. The Library is partially automated through Library Management Software Koha on Ubuntu 16.5 with 220 Text Books and 514 Reference Books (which were purchased through RUSA fund) are added to the present stock. This year it has been counted that library have 36 Journals, 68 CD / Video, 405 weeding (hard copy). As an authorized member of INFLIBNET N-LIST programme (annual subscription fee Rs. 5900) the college can access 195809 plus E-Books and 6293 plus E-Journals. Two new computers are added to the present stock. It has a separate reading room with seating capacity of 30 students. Security system like surveillance camera has been installed in the library and college premises. A few Honours departmental Libraries containing student oriented books with reading and lending facilities. The college has one ICT enabled seminar hall as well as one smart-classroom for departmental requirement with electronic support, scanners, printers and departmental computers. Physical infrastructure is increased to meet the demand of recent trends, new regulation and increase of intake.



INTERNET & WiFi:

The college has provided its students with free high speed internet and WiFi facilities.

COLLEGE HOSTEL:

Two hostel facilities are provided for Girls in the college campus.



COLLEGE CANTEEN:

It takes the best, the brightest and the most caring people to deliver Canteen's delicious food. This institution shelters students who are coming from distant places or rural areas. This canteen provides them with best possible food.



PRACTICAL LAB:

For science streams subjects practical laboratories are there to provide students the best possible support to carry on their studies. Modern as well as ungraded equipments/devices have been installed to meet students's requirements. And in the class routine it has been maintained that students have to visit lab on regular basis.



CLASS ROOM:

There are well built classrooms to shelter students's beautiful minds. Being an institution of almost fifty years the college has been able to arrange maximum numbers of classrooms for students. But however there is always a requirement of classrooms as the number of the students have been increasing.



COMPUTERS:

Being a part of this digital age we cannot let our students remain behind of this technologically advanced age. Computers are there to provide them the required support. In the reading room of the library there are computers and in the lab of the science departments enough computers along with projector have been installed. In the smart classroom classes are taken regularly through ICT enabled devices. However, this also has been noticed that the number of the ICT enabled classrooms should be increased as per students requirements.



PLAY GROUND:

There is a huge playground in the college campus that nourishes and nurtures our dear students. in their spare time they gather there to ventilate their pent up feelings. New friendships are built there, discussions regarding social programmes go on and they try to socialize themselves on the lush green ground. There is another playground adjacent to the college . Each year annual sports are organized there.





Common Room:

Both boy's and girl's common room are there. Students can refresh themselves there and prepare for the classes. Common rooms also come with a few indoor games.

GYM:

The most special space of attraction is undoubtedly the Gym that is situated within the college campus. Students rush into there in order to build a healthy body. And we know healthy body shelters healthy mind. A dignified and well-built personality is prepared there.



The procedures and policies adopted by the college for maintaining and utilizing physical, academic and support facilities like up-gradation of the existing laboratories, departmental as well as central library, promoting sports-related activities, free Wi-Fi zone, free internet access in the library, Information and Communication Technology (ICT) classrooms, gymnasium, hostels for girls students etc. which enhance the quality of institutional life, provide suitable teaching-learning environment

for optimum output. To facilitate these, the college continuously seeks application mentioning requisitions for specific developmental work from the faculty and the students based on curricular requirements. For carrying out practical experiments, students urgently need different instruments, glass apparatus, chemicals, to be used in the science laboratories. The students can study in the reading room of our Central library and can enjoy the facility of Open-Stack library, equipped with the CCTV cameras for overall monitoring and surveillance. They are also allowed to access free internet facility strictly for academic purposes, viz. searching of current titles of books and journals of specific volume and year. E-Journals and e-resources are also available to our students. All books and journals are purchased through the Library Committee members in consultation with the Principal regarding allocation of fund. Library Committee works as an advisory committee for the effective functioning of the Library and also decides and plans to enhance library resources of the college as an important student-support system. To encourage and inspire students in sports and games, financial assistance is often granted by our college in favour of needy or economically backward students to purchase sports-kit for participating in different National-level competitions. As per the University norms, there is also Sports quota for admission to Honours and General courses in any subject of choice by the students who have qualified in the National and State level competitions. ICT classrooms have also been prepared and used for teaching specific lessons in different subjects to make the class more effective. Smart boards, projectors, and various teaching-learning aids are also used in the classrooms wherever required. Computers used by the students and teachers are regularly updated and protected with anti-virus software. The College has a caretaker as the nodal person to receive and redress complaints from the stakeholders like students, hostel-boarders, teachers, laboratory staff regarding any electricity-related problems, instrumental disorder, and supply of water, petroleum gas etc. used in the laboratories or any other infrastructural problems. The College provides several indoor and outdoor sports facilities to all its students and encourages them to participate in inter-college or state level competitions. There is also a Centre for Yoga to encourage physical fitness and physical activity. The College has active student teams who often participate in several inter-college or national events of sports and games.