

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

- Regarding procedures and policies for maintaining and utilising physical, academic and support facilities, it is to be mentioned at the outset we share a common building with Netaji Nagar Day College. Now regarding any major common expense towards maintenance of building and physical resources, a Coordination Committee first of all take up the issue and on the basis of a prescribed ratio of sharing common expenses both the colleges conduct the initiative.
- In case of other procurements tenders / quotations are invited and decision regarding suppliers is taken in the Purchase Committee meeting.
- Regarding maintenance of ICT related items, AMCs are taken with approved service providers and AMCs are renewed at regular intervals.
- Regarding renovation and overhauling of the premises, laboratories and library it is done through PWD, Government of West Bengal and this policy is duly approved by the Governing Body of the College.
- In respect of utilisation of any Central / State Government Grants towards construction of physical resources and procurement strict adherence is ensured as to the policies for utilisation of such grants recommended by the Government.