



[AQAR Document: 4.4.2]

**PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING
PHYSICAL, ACADEMIC AND SUPPORT FACILITIES
[Laboratory, Library, Sports Complex, Computers, Classrooms etcetera]**

Taki Government College is directly accountable to the Government of West Bengal as the State Government provides the Basic and Recurring funding for the College in its entirety. Additionally, the College also gets stipulated Academic and Infrastructural Development Grants from the University Grants Commission (UGC). It functions under the aegis of the Education Directorate (ED) with concurrent guidance of the Higher Education Department (HED), Government of West Bengal. The ED, in consonance with the HED, frames Educational Policies and long-term planning for institutional growth and development albeit taking initiating suggests from the Institution. The HED along with the ED directly oversees the financial aspects of the Institution. All infrastructural plans and works are commissioned and executed by the PWD, as per proposals of the College authority. Within these administrative perspectives, the College has designed the procedures and policies for maintaining and utilizing its physical, academic and support facilities.

- The College authority is careful in the creation and maintenance of physical assets within the campus. E-classrooms have been set up in various departments and required ICT ingredients and allied facilities are infused into the regular curriculum. Installation of high speed internet facility and free wi-fi for students within the College campus are achieved and their potential utilization throughout the College campus are ensured.
- In order to cater to the academic needs of a large number of students within the Semester oriented CBCS curriculum, the College operates in two shifts and thereby optimal utilization of physical facilities are ensured.
- Computerization of library resources and process of accessioning and cataloguing of new books is an ongoing process. New books are purchased keeping in mind the effectiveness of existing collection and processing works for new books are done expeditiously to make them accessible to willing readers. Reprography is available while keeping in mind the IPR/Copyright rules and the condition of the book title. Regular Pest Control is taken care of for book preservation. Damaged books are kept in isolated demarcated area of the Library. The power of writing off the weeded out books rests with the Governing Body along with Library Committee of the College.
- Procurement, upgradation and deployment of computers and their accessories are done by utilizing the funds available under Equipment (Development) grants received from the State Govt. under Plan head and from UGC under 'Additional Grant for equipment'. Annual Maintenance Contract (AMC) is done in respect to all the desktop computing machines, instruments and other such potential mechanical assets. All instruments, digital instruments and microscopes are cleaned and calibrated annually by technical personnel from the manufacturers. Antivirus packages are purchased regularly to keep the computing machines in optimal hassle-free workable conditions.
- All irreparable/discarded electrical and electronic products are identified as e-waste and are kept in isolation at unexposed areas to prevent accidental breakage. Recycling of all end-of-life useful products are encouraged. A Condemnation Committee of the College looks after proper disposal mechanism of e-waste.
- Generator connection points are distributed with an aim to insure the sensitive instruments against voltage fluctuations. Water Treatment Machines (Purifiers) for supply of water free from iron & hazardous elements and such other machines are also under annual maintenance contract.